

`Olelo Community Media

Job Title: Director of Finance and Administration

Employment Type: Full-Time

FLSA Status: Exempt

Department: 54

Reports To: President and CEO

Job Summary

Director of Finance and Administration is responsible for overseeing and managing the financial functions, accounting, budgeting, and reporting, contract administration human resources and administration functions. The Director of Finance and Administration serves as a member of the senior leadership team in strategic decision making and operations.

Essential Duties

- Oversees financial systems, accounting policies, procedures, and internal financial controls to ensure proper oversight of finance and accounting practices and reports to include payroll
- Responsible for annual budgeting and planning processes to develop organizational goals and priorities; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organizations financial status
- Oversees risk management as it relates to the administration of funds. Ensures timely and accurate reporting of und activities, and review and approval of monthly, quarterly, and annual consolidated reports.
- Lead and amanges the Human Resources function, knowledge of both federal and state labor laws and regulations.
- Responsible for oversight of contracts with tenants, government agencies and educational institutions.
- Supervises and develops the Finance and Accounting Manager and Human Resources Manager.

Secondary Duties

- Demonstrated leadership and proven track record in administrative management, including organizational policy development, project planning and management and the development, implementation, and evaluation of administrative services.
- Ability to motivate and develop staff, create and effective team environment and to establish and maintain a customer service focused relationship with other departments.
- Excellent organizational, planning, project management and analytical skills
- Ability to make decisions that balance immediate needs with long term view
- Ability to keep business units work aligned with the overall business goals, anticipate future problems/opportunities and act accordingly.

- Display sound business judgment and ensure fiscally responsible policies, procedures, and decisions.
- Excellent written, verbal, and interpersonal communication skills
- Experience with non profit management and support, including general board governance, compliance with By laws and board policy

Supervisory Responsibilities

Manages 2 subordinate supervisors who supervise a total of 4 employees in the following departments: Finance and Accounting / Human Resource. Is responsible for the overall direction, coordination, and evaluation of these units.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to extreme cold.