



Children's TherAplay

The Children's TherAplay Foundation, Inc.

Job Description – Director of Finance

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| TITLE: | Director of Finance |
| STATUS: | Exempt |
| EMPLOYMENT TYPE: | Salary |
| WORK SCHEDULE: | 40 Hours per Week Monday-Friday |
| REPORTS TO: | Executive Director |

SUMMARY OF PRIMARY DUTIES & REPSONSBILITIES:

The Director of Finance manages the organization's financial operations and ensures its financial health and sustainability. The Director is responsible for the organization's bookkeeping, payroll, banking, reporting, information technology and human resources. The Director works closely with the Executive Director and the Board Finance Committee to develop and implement financial strategies that support TherAplay's mission and goals.

ESSENTIAL PRIMARY DUTIES and RESPONSIBILITES:

Financial Management, Reporting, Budgeting and Compliance

- Manage and oversee all financial operations, including accounting, budget, forecasting and financial analysis.
- Ensure the accuracy and completeness of financials records, including the general ledger, accounts payable and receivable, payroll and other financial systems.
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits and other reporting requirements.
- Report on the financial performance of the organization to the Executive Director and Finance Committee, including regular updates on budget performance, forecasts, and financial risks and opportunities.
- Develop and advise the Executive Director on financial strategies and internal controls that support the organization's mission and goals. Work with Executive Directors and department directors on strategy implementation.
- Coordinate and lead the annual audit process, including being a liaison with external auditors and the finance committee of the Board of Directors.



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- Develop and oversee the annual budgeting process, working closely with stakeholders to develop realistic and achievable budgets.
- Monitor actual performance against budget and provide regular updates and analysis to the Directors, Executive Director and Finance Committee.

Human Resources

- Responsible for bi-weekly payroll processing including timesheets, and compiling payroll records in coordination with Directors and outside payroll service provider.
- Work with the outside service providers to ensure the successful execution of all benefit plans.
- Manage and oversee outsider service provider to enhance the organization's Talent Acquisition, Payroll, Onboarding, Benefits Administration, Performance & Compensation, Learning & Development, Separation policies and procedures.

Compliance and Information Technology

- Work with IT service provider to manage information technology and computer systems.
- Maintain compliance and monitor changes to TherAplay's Security Risk Plan.

Benefits:

- Medical benefits, Simple IRA with match, assistance with CPE training, 4 weeks of PTO and paid holidays

Qualifications / Skills:

- Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing reporting and compliance.
- Experiencing leading team efforts.
- Proficiency in accounting software, financial reporting tools and non-profit accounting standards.
- Excellent analytical, problem-solving and decision-making skills.
- High level of integrity and commitment to ethical financial practices.

Education, Experience, and Licensing Requirements:



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- Bachelor's or master's degree in tax, accounting, or finance, CPA preferred
- Minimum 8 years' experience in accounting/finance
- Experience working with nonprofit organizations
- Experience with financial reporting requirements
- Medical billing experience preferred

Physical/Environmental Requirements:

- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Ability to operate office equipment, including computers, copies and phones and occasionally lift up to 20 pounds.

Organization Overview

Located in Carmel, Indiana, The Children's TherAplay Foundation, Inc. is a mission driven organization with a team of dedicated employees who work enthusiastically and collaboratively to support the children we serve. If you are interested in being a part of our growing organization, we want to share more information with you!

Children's TherAplay is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability, age, or veteran status, and other protected status as required by applicable law.

Would you like to learn more about how you can use your skills to impact an extraordinary mission? We would love to hear from you! Please submit a cover letter, resume and three references to Kathy Pelletier (kpelletier@childrenstheraplay.org).