

# DAKIN HUMANE SOCIETY POSITION DESCRIPTION



**TITLE:** **DIRECTOR OF ACCOUNTING AND FINANCE**  
**HOURS:** Full-time, Exempt, salaried position.  
**REPORTS TO:** Executive Director

**FUNCTION:** Reporting to the Executive Director, the Director of Accounting and Finance is responsible for the organization's financial wellbeing through careful record-keeping, cash management, budgeting, and planning. This position will work closely with program leaders and their staff to explore how the finance function can support program operations.

## **DAKIN'S GUIDING PRINCIPLES**

*Our Mission:* Dakin Humane Society delivers effective, innovative services that improve the lives of animals in need and the people who care about them.

*Our Foundational Belief:* We believe people are good and will make good decisions for animals when they are treated with kindness and understanding, and when they have enough information and resources.

*Our Core Values:* Integrity, Compassion, Innovation

## **RESPONSIBILITIES:**

### ***Accounting:***

- Drive the month end close process from preparing and posting journal entries through financial analysis and reporting.
- Provides direct supervision to one to two accounting staff to ensure efficient and accurate maintenance of the organization's financial records and accounts.
- Prepares all materials required for annual audits undertaken by the organization's independent auditors.
- Evaluates and implements accounting controls for all departments.
- Work in collaboration with the operations departments to ensure the most effective use of financial systems for efficiencies, processes, and forecasting; has ability and desire to translate complex financial concepts to individuals at all levels including program managers.

### ***Budgeting:***

- Leads the organizational budgeting process.
- Prepares annual, monthly, and quarterly financial statements for the board of directors and Dakin's management team.
- Works with program staff to prepare cost estimates for projects or programs.

- Prepares financial data for grant requests and reports.

***Investments and Banking:***

- Works with the investment firm and the finance committee to monitor and report on investments in the Dakin endowment and other funds.
- Manages operating cash and banking accounts.

***Other Responsibilities:***

- Evaluate and propose opportunities to create financial efficiencies within programs across the organization.
- Coordinate with Human Resources and other departments to ensure that the organization is operating in compliance with all applicable state and federal laws.
- Meets with the Executive Director regularly to review revenue and expenses, recommend short and long-term financial strategies, and evaluate and manage risk.

**POSITION REQUIREMENTS:**

***Experience:***

- Five plus years of experience in accounting, including experience analyzing financial statements.
- Non-profit experience preferred.
- Strong proficiency in QuickBooks Online and ability to learn other software platforms quickly.

***Skills and Traits:***

- Must agree with and be committed to the mission, policies, and goals of Dakin.
- Must be able to analyze and report on complex data in a manner non-financial staff can understand including the board of directors, program managers, and the Executive Director.
- Must be able to perform complicated work with a high level of accuracy.
- Must be team oriented and quality improvement minded.
- Must be positive, flexible and able to handle confidential information with diplomacy and discretion.

***Additional Information and Requirements:***

- Hybrid-remote work is optional with a minimum of 3 days on-site each week.
- Requires sitting at a desk for periods of up to four hours without break when doing data entry or working on written reports.
- Must have affection for animals, concern for their welfare, compassion for their human-caregivers, and a willingness to accommodate animals in the workplace.