



Director of Financial Services Job Description Inter-Cooperative Council (ICC) at the University of Michigan

Status: Full-Time; Exempt; Expected Hours of Work are Monday-Friday, 9am - 5pm with some required evening and weekend work.

Salary Range: \$65,000-\$80,000

Benefits: Medical, vision, and dental insurance, 22 days of vacation time, 12 sick days, flexible spending account, retirement plan with agency match after one year, life and accidental death insurance, and long term disability insurance

Reports To: General Manager

Supervises: Finance Assistant Director, Finance Coordinator, and Member Assistants hired to work in the Finance Department

Advises: Vice President for Finance, Member Assistants, and the Finance Committee

Version Date: November 2021; **December 2021**

Objectives of Job

The Director of Financial Services (DFS) at the Inter-Cooperative Council (ICC) provides both operational and programmatic support to the organization. The position manages the corporate accounting processes, including payroll and benefits, audit, budget creation and management, grants and donations, investments, and the purchasing process as well as provides support for member and house accounting, including training and oversight of treasurers at our 16 cooperative houses. They ensure the financial integrity and sustainability of the organization.

Essential Duties, Functions and Responsibilities

Department Oversight

- Oversee all Finance operations and services; coordinate administrative projects and activities, and delegate as needed
- Oversee the training, supervision, and evaluation of all full- and part-time Finance staff
- Meet established deadlines
- Establish and administer the operations and committee budgets

Corporate Accounting Services

Efficiently and accurately handle all corporate accounting operations of the Finance Office, including:

- Manage general ledger accounting and cash flow

- Reconcile bank statements and investments accounts and related monthly reports, including Variance Statements by the 20th of each month
- OverseeAccounts Payable and Receivable including bills, credit card transactions, electronic payments, and deposits
- Process semi-monthly payroll including payroll taxes and benefits, filing the necessary federal and state reports, and preparing year-end documents
- Monitor and troubleshoot donations and grant procedures as needed
- Maintain schedules and records for all financial documentation and reports, including depreciation, shares, investments, scholarship fund, and so forth
- Prepare schedules and materials as necessary for annual financial audit by October 31st as well as the subsequent tax filings
- Distribute management reports and analyses to staff, members, regulatory agencies and other vendors, and partners
- Manage corporate insurance purchase and monitoring
- Partner with the Director of Maintenance monitor cash flow to ensure appropriate spending by assisting with consistent financial reports

Budget Development and Monitoring

- Prior to budget development, responsible for educating the board , and staff on how financial policy, funding, and any changes to the financial systems impact the budget
- Work with the Vice President for Finance, Finance Committee, staff and the Board of Directors on budget development and review
- Provide the board and staff with interim financial reports

House Accounting Services

- Close house books in a timely manner, allocate rebates and assessments, return shares to exiting members at least twice annually (by March 31st for exiting members with contracts ending S/S and October 31st for exiting members with contracts ending F/W,) and balance house closings to the general ledger
- Oversee the documentation and assessment of fines and other charges on a timely basis
- Oversee house accounts including amenities and other house finances

Member Accounting Services

- Partner with the Director of Housing Services and staff to monitor Member Accounts for accuracy
- Assist the Director of Housing Services and staff with tracking contract releases, house charge releases and other modifications to Member Accounts
- Partner with the General Manager to oversee debt collection system including ensuring initial fines; working with attorneys to issue notices to quit, court judgments, and evictions; and collecting debts via collection agencies
- Work with the Finance Committee and Vice President for Finance in supporting member Scholarships and Payment Plans

Other duties as assigned

Skills and Abilities

1. Excellent problem solving and judgment skills, and high level of attention to detail and accuracy
2. Ability to appropriately handle sensitive, confidential information
3. Proven skills in business and financial management
4. Excellent knowledge of Excel, Google Suite, and Quickbooks

5. Excellent interpersonal, oral and written communication skills required to maintain positive and effective working relationships with staff, volunteers, and community partners
6. Works well in a fast-paced, stressful environment and is effective at balancing multiple priorities and tasks to meet critical deadlines
7. Demonstrated ability to work in a team environment and interact positively with team members, other staff, and members
8. Demonstrated ability to share skills and knowledge with others
9. Ability to prepare clear, concise, and complete reports
10. Ability to follow direction & take initiative with exceptional time management & organizational skills
11. Demonstrated ability to effectively learn new techniques and technologies
12. Proven capacity to work in a proactively diverse and inclusive organization
13. Shown capacity to manage and supervise a staff team

Required Education and Experience

- Bachelor's degree in Finance, Accounting, Business Administration or a related field required
- Knowledge of generally accepted accounting principles
- Knowledge of and experience with non-profit accounting practices
- Five or more years experience in accounting
- A demonstrated commitment to working with college students
- Advanced Google Suite, Excel, and Quickbooks experience

Preferred Education and Experience

- Master's degree in Finance or Accounting
- Experience in the field of property management and with property management software
- Experience with cooperatives or in community living, especially student housing co-ops

Working Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the office work area is average and normal. The employee is expected to work in member homes and event areas. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Workplace Culture

1. Serve as a member of a staff team that works collectively and across departments in support of each other and the members of the ICC.
2. Attend weekly staff meetings, staff professional development activities, and periodic staff retreats.
3. All permanent staff shall attend at least three Board Meetings per year, once every four-month term
4. Serve as staff advisor to at least one Vice-President and Committee
5. Aid in the development of future policies and practices that are informed by previous member-action to increase organizational stewardship; Assist with annual and long-term planning for the organization

6. Develop annual work objectives as part of the performance evaluation and coaching process

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical environment requires the employee to work primarily inside. This position is required to use a computer much of the day. The employee is expected to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work and walking or standing to a significant degree is expected. The employee will be requested to work evenings and, to a lesser extent, weekends for special program events and meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

Less than five percent of work time will require travel.

The ICC is an Equal Opportunity Employer

The Inter-Cooperative Council at the University of Michigan (ICC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The ICC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The ICC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The ICC employees to perform their expected job duties is absolutely not tolerated. Inquiries or complaints may be addressed to the General Manager or the President of the ICC at 734-662-4414, 337 E. William St., Ann Arbor, MI 48104.

EEO Statement Reviewed/Revised December 2021