New Foundations
Home for Children

Director of Finance

Location: 2300 Standridge Rd., Anderson SC 29625
Employment Type: Full Time
FLSA Status: Exempt

About New Foundations

Founded in 1974 as Anderson Youth Association, New Foundations Home for Children provides a safe, supportive, and nurturing continuum of services for children and families. We offer residential, foster, in-home, and transportation services based in Anderson, South Carolina and serving counties throughout the state. Since 1995, New Foundations have been nationally accredited through the Council on Accreditation for Children and Families (COA).

Our Vision

We are committed to securing the future of children and families by doing whatever it takes to support at-risk youth. Our services include both intervention and prevention programs, ranging from residential care to in-home and outpatient services.

Work Schedule

Full-Time Monday - Friday
9am – 5pm

Benefits for Full-Time Employees

- Health, Dental, Vision, Life, Short-Term, and Long-Term insurance coverage
- Paid Time Off accrued monthly
- Overtime pay for specified holidays
- Retirement plan with company match
- Teladoc membership with 24/7/365 access to a doctor

• Team-building events
• Training and certification provided

Position Overview

Under limited supervision, oversees finance department for the agency to ensure financial integrity of operations.

Key Responsibilities

Reasonable accommodation may be provided to enable individuals with disabilities to perform the assigned and essential functions.

- Manages all aspects of the Finance Department operations to ensure timeliness and integrity of recordkeeping.
- Works with Federal, State and Local agencies, and Banking entities.
- Prepares monthly financial statements and presents financials to CEO and program directors, and Board of Directors.
- Other occasional ad hoc input in SLT and Board meetings.
- Research and prepare financial documents for grants.
- Authorizes non-Payroll Direct Deposit Bank Transfers.
- Provides supervision to staff accountants concerning Accounts Payable, Accounts Receivable, Purchasing, and Payroll.
- Works closely with SLT in the annual budget preparation. Prepares budget worksheets spreadsheets.
- Maintains Fixed Assets schedule.
- Facilitates annual financial and other Government audits.
- Prepares various Government grant renewals and audits.
- Manage and coordinate special projects as needed.
- Perform other duties requested by supervisor.

Qualifications

- Bachelor’s degree in business, Finance, Accounting, or related field in conjunction with five years of related experience
- Prior supervisory experience

Additional Requirements

- Excellent verbal and written communication skills; excellent problem solving and decision-making skills; ability to work autonomously; group facilitation and leadership skills

- Extensive knowledge of accounting, financial statements, charts of accounts and budgets, spreadsheets, etc.
- Excellent computer skills with financial software, and MS Office

How to Apply

Submit your résumé and cover letter to:
Lisa Norton
Human Resource Director
lnorton@newfoundationschildren.com

"Only candidates selected for further consideration will be contacted. Meeting the minimum requirements does not guarantee an interview. All positions are filled based on the qualifications of the most suitable applicant."