

Los Angeles Mission, Inc,
Job Description

Job Title: Director of Budget
Department: Finance
Reports To: Chief Financial Officer
FLSA Status: Regular, Full Time, Exempt
Grade: 11
Prepared By: Flor Hotchkiss, Interim CFO
Prepared Date: February 7, 2021

SUMMARY:

Demonstrate Christ-like behavior• and attitude in all job duties and responsibilities. The Director of Budget reports to the Chief Financial Officer. Under general direction of the Chief Financial Officer, the Director of Budget manages and controls the organization's budget, oversee all budgeting activities in accordance with the current laws and regulations; oversee grant financial reporting, cashflow projections and cash analysis. Prepares financial analyses of operations, including monthly and year-end financial statements.

Perform under limited supervision a wide variety of financial tasks.

ESSENTIAL DUTIES AND REPOSIBILITIES include the following.

- Develop and enhance forecasts, budgets and monthly ad hoc financial reporting to drive effective decision making by management and Board of Directors
- Coordinate and work collaboratively with department leaders and other staff members to capture essential data for timely, accurate reporting and planning activities of the department/programs including grants and projects
- Direct activities that ensure department's adherence to approved budget including the review and approval of several LAM forms for processing
- Maintain budget worksheets related to staff salaries, benefits and other expenses
- Monitor and analyze budget versus actual reports; determine causes of variances from budget and forecasts; timely reporting of budget variances to management
- Prepare budget adjustments/transfers in collaboration with department leaders; maintain a summary of budget adjustments/transfers spreadsheet for tracking purposes
- Review and approve month-end closing journal entries prepared by Budget/Grants Specialist and other finance staff as necessary
- Prepare weekly cashflow statement and projections collaboratively with the Controller
- Involvement in the establishment and implementation of short and long range departmental goals, objectives, policies and operating procedures to strengthen internal controls
- Ensure employees' compliance with organization's policies and procedures
- Assist in year-end closing of the books
- Assist in hiring, training, and retaining of skilled accounting staff

- Perform interim and/or annual employee(s) evaluation(s)
- Perform special projects as assigned by Executive Leadership Team
- Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.S. or BA) from a four-year College or University in accounting or finance and at least five years related experience.

TECHNOLOGY SKILLS:

Excellent computer literacy is required. Excellent use of Microsoft office software (Excel, Word, PowerPoint). Ability to navigate through internet programs such as on-line banking, web clocking and on-line donation forms. Should have the ability to apply software application skills for various computer applications like Paychex Flex, Financial Edge and MS Outlook Web Access with ease. Other business software may be deployed related to job functions.

LOS ANGELES MISSION EVENTS: All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

LANGUAGE SKILLS:

Excellent oral communication, presentation and interpersonal skills. Ability to read, comprehend and write complex instructions, correspondences, and memos.

MATHEMATICAL SKILLS:

Ability to perform complex calculations including but not limited to discounts, interest, commissions, proportions, percentages. Ability to work with mathematical concepts, such as probability and statistical inference. Ability to apply concepts, such as reactions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Duties require broad conceptual judgment, initiative and ability to deal with accounting and budgeting issues. Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in mathematical, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands 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 frequently required to sit and talk and listen. The employee is occasionally required to

stand, walk, reach with hands, stoop, and kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date