

## **DIRECTOR OF FINANCE POSITION ANNOUNCEMENT**

### **General Description:**

PATF's mission is to provide education, advocacy, and financing opportunities for people with disabilities and older Pennsylvanians of all cultural backgrounds, helping them to acquire assistive technology devices and services that improve the quality of their lives.

PATF is Pennsylvania's Alternative Financing Program (AFP) as designated by the federal Assistive Technology Act. PATF is also a state accredited and federally certified Community Development Financial Institution (CDFI). PATF helps Pennsylvanians of all ages, all income levels, all disability diagnoses and health conditions, as well as all cultural backgrounds including Black, Indigenous, and People of Color (BIPOC) and LGBTQ+. Since 1998, PATF has helped more than 4,500 Pennsylvanians finance the assistive technology they need through low-interest or no-interest loans worth more than \$44 million. PATF's office is in King of Prussia, Pennsylvania.

In 2021, Appalachian Assistive Technology Loan Fund (AATLF) was founded as PATF's wholly-owned subsidiary. AATLF has a Shared Costs and Services Agreement with PATF. PATF staff provides support to AATLF as it expands its lending activities to states in the Appalachian region.

The Director of Finance must carry out their role with a clear and consistent commitment to PATF's organizational purpose and mission, its values around equity and equality, and a strong commitment to integrity and accountability to those we assist.

This full-time position includes a competitive compensation and a comprehensive benefits package, including health insurance, 403(b) retirement plan, paid time off as well as other benefits.

**Reports to:** Chief Executive Officer

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Manage day-to-day financial operations:**

- General ledger: uses QuickBooks to write checks to vendors and borrowers, enters invoices and deposits, and makes journal entries as necessary.
- Bank accounts: monitors activity and cash flow in bank accounts and transfers funds, if necessary; reconciles all accounts together with the independent bookkeeper.
- Intercompany transfers: prepares invoices and accounting entries for amounts due between PATF and AATLF and makes transfers as necessary.
- Insurance Policies: reviews and maintains insurance policies for the organizations and their Boards of Directors.

- Payroll and employee benefits: Processes payroll information for staff and independent contractors with ADP and enters it in QuickBooks (biweekly), maintains Paid-Time-Off records for staff, and maintains records for the employee benefit program.

#### **Financial Reporting Responsibilities:**

- Compiles grant invoices and supporting documentation.
- Monitors grant expenses on a monthly basis and prepares budget revisions as necessary.
- Contributes financial information to grant applications as necessary.
- Maintains records related to PATF's awards from the CDFI Fund and files all reports.
- Prepares loan statistics and monthly financial statements for the Boards of PATF and AATLF.
- Prepares the annual Form 5500 return for the 403(b)-retirement plan.
- Prepares the annual Workers Compensation insurance audit.

#### **Maintenance of Financial and Programmatic Records:**

- Maintains financial files for current and past fiscal years (physical and digital).
- Participates in record keeping and management of the Mini-Loan Program through the DownHome Loan Manager software.
- Updates and maintains the PATF loan database by transferring balances and reconciling all outstanding balances in QuickBooks, the loan database, DownHome, and at the partner banks.
- Compiles records for PATF's annual audit, especially for functional expenses, the use of restricted grants, and loan portfolios.
- Reconciles DonorSnap and QuickBooks records for donations on an annual basis.
- Maintains manuals of all accounting, CDFI reporting, and loan database procedures.
- Promotes an environment that supports diversity and reflects PATF's brand.
- Completes other related duties as assigned.

#### **EDUCATION/EXPERIENCE**

- Bachelor's or Master's degree in Accounting, Finance, Economics, or Business Administration; or equivalent, relevant work.
- 3+years of professional work experience in a finance or accounting role with a non-profit organization or equivalent.
- Working knowledge and skill in business software, including accounting, word processing, spreadsheet, and database tracking systems (e.g., QuickBooks, Microsoft Office).
- Awareness and/or knowledge of community development finance.
- Must work well with others and have excellent communication skills, both oral and written and have the ability to collaborate with persons with disabilities and BIPOC communities.

- Must be detail-oriented and able to meet multiple pressing deadlines.
- Ability to exercise a high degree of discretion and independent judgement.

**Physical Requirements and Work Environment:**

- This is a hybrid work environment that requires a routine, weekly office presence as well as the ability to be present in the office more often if needed.
- Primarily works remotely and in standard office conditions and climate.
- May require working at a desk and on a computer for extended periods of time.

**Additional Information:**

- Salary commensurate with experience
- Interested candidates should submit their resume, a cover letter and salary requirements to [jobs@patf.us](mailto:jobs@patf.us)
- Position closing date: November 30, 2022.

PATF is an Equal Opportunity Employer (EOE). PATF is committed to a policy of non-discrimination in employment to all employees and applicants for employment. No person shall experience discrimination in employment because of such individual's race, religion, color, sex, age, sexual preference, national origin, or disability.