

Robert E. Lee Memorial Association, Inc.
DBA Stratford Hall
483 Great House Road
Stratford, VA 22558

JOB DESCRIPTION

Department: **Administration** Position: **Director of Budget & Finance**
Reports to: **President** Fair Labor Standards Act: **Exempt**
Term: **Part-time** Hours per week: **30**

Position Objective:

The position is responsible for directing and coordinating the operation and management of the Office of Finance using Generally Accepted Accounting Practices (GAAP). This individual acts under the authority and responsibility delegated by the organization's President.

General Statement of Duties:

- Manages all Accounts Payable, Accounts Receivable and General Ledger functions including the review and posting of all journal entries.
- Manages payroll functions including review of all documents included in the bi-weekly payroll to ensure employee withholdings and personal information is accurate.
- Prepare and file all tax returns associated with payroll.
- Responsible for organization's Commonwealth of Virginia licensing requirements, which include sales tax and Alcoholic Beverage Control compliance.
- Manages Stratford Hall's insurance coverages, in consultation with external partners.
- Reviews account activity and prepare monthly reconciliations for all bank and balance sheet accounts.
- Responsible for year-end fiscal close and audit preparedness, including account analysis with schedules, closing entries, etc.
- Supervises the disbursement of restricted account expenditures and maintains supporting sub-ledger details.
- Responsible for the preparation of the financial budgets, forecasts and monthly financial statements including investment reporting.
- Updates all policies pertaining to investments.
- Monitors performance of Senior Accounting Clerk. Provides prompt and objective feedback and performance observations, including areas for development.
- Performs other related functions as determined by the needs of the position/business and other duties as assigned.

Education and Qualifications:

- Bachelor's degree in Accounting or Finance, plus a minimum of 5 years of applicable, progressive professional, or supervisory experience in related field.
- MBA or similar advanced degree is preferred.

Skills and Specifications:

- Must be able to work with a high level of accuracy and adhere to set deadlines.
- Ability to handle multiple tasks simultaneously.
- Effective written and oral communication skills.
- Working knowledge of word processing and spreadsheet software applications.
- Working knowledge of accounting software- QuickBooks Pro Business.

Version Dated: August 01, 2020
