



Job Description

Job Title

Finance Director

FTE

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Reports To

Chief Executive Officer (CEO)

Position Description

This finance director is the lead financial position for the organization and is responsible for providing sound financial oversight, management, and leadership while promoting Casa de Esperanza's objectives and goals. The finance director supervises two accountants.

Functions

- Financial Oversight, Management and Reporting
 - Assess financial stability and with CEO, develop and implement applicable strategies.
 - Ensure the preparation of timely, user friendly, financial information and reports for CEO, Program Managers/Directors and Board.
 - Establish, review, interpret, and implement internal control practices.
 - Coordinate and complete organization's annual budget process.
 - Provide ongoing financial forecasting and cash flow analysis to management and Board.
 - Ensure timely reimbursement drawdowns from all state and federal funding sources.
 - Review and update organization's financial policies on an annual basis, ensuring compliance with federal guidelines.
 - Understand and stay updated on all relevant federal funding guidelines.
 - Oversee month end and year end close processes.
 - Monitor cash flow and balances.
 - Work closely with organization's accountant(s) to coordinate bank reconciliations; credit card use and balances, general ledger account review and reconciling schedules; expense review; and grant/contract billings
 - Coordinate annual audit. Maintain good working relationship with audit firm.
 - Coordinate organization's workers compensation and liability insurance coverage, ensuring adequate coverage is consistently in place.
 - Maintain good working relationships with organization's banking representatives.
 - Coordinate and oversee preparation of government and funder financial reporting.
 - Prepare organizational/program budgets for grant proposals or contracts as needed.
 - Provide information and support to the leadership team and other lead staff in preparing program budgets, budget revisions, and developing budget management skills.
 - Plan for and implement appropriate modifications or upgrades to our financial processes and systems in order to achieve greater efficiency and ease in tracking, monitoring or sharing information.

- Support Chief Executive Officer
 - Support the Chief Executive Officer in fulfilling the organization's goals.
 - Work as a team with the CEO to ensure the Finance Committee's needs are met and to support the Board Treasurer as needed.
 - Support the CEO and Administrative Manager to ensure the planning for and coordination of the organization's HR and technical needs are met.
 - Maintain consistent communication with directors and managers to coordinate programmatic, fund development, and budgeting.
 - Assert leadership to sustain a positive environment that embodies Latino cultural strengths, interdependence and communalism.
 - Forward organization's strategy toward influencing change in the field of domestic violence.

- Supervision
 - Supervise Accountant(s). Ensure all job functions are executed correctly and in a timely fashion.
 - Establish and clearly communicate performance expectations and delegate effectively.
 - Provide ongoing coaching, training, support and an atmosphere for open communication.
 - Conduct timely performance and salary reviews.
 - Provide backup for Accountants' direct responsibilities, including bi-weekly payroll, accounts payable, accounts receivables, and cash receipts.

- Work Plan and Budget
 - Develop an annual work plan.
 - Develop and manage department budget to ensure financial viability of work plan and effective utilization of financial resources.

- Teamwork Environment
 - Use team resources to effectively fulfill responsibilities and organizational goals. Be available to other team members for the same purposes.
 - Participate in ensuring focus on organization's mission and fulfilling organizational goals.
 - Forward agency strategy toward influencing change in the field of domestic violence.
 - Promote cooperative efforts in effective communication, meeting challenges and decision-making.
 - Provide ongoing coaching, training, support and an atmosphere for open communication.
 - Assist coworkers in remaining outcomes-focused and grounded in a full understanding of the agency mission.

- Other duties as assigned.

Qualifications

- Education and Experience
 - BA or BS in accounting or finance.
 - Minimum 5 years financial management experience in a non-profit organization with responsibilities including budgeting and forecasting.

- Minimum 2 years of recent experience managing multiple federal grants/contracts; experience with US Department of Justice and/or Department of Health and Human Services preferred.
- Skills and Abilities
 - Complete familiarity with all aspects of accounts payable, accounts receivable, payroll and employee benefits.
 - Ability to exercise discretion and confidentiality in personnel and accounting matters.
 - Strong written, verbal and interpersonal skills.
 - Ability to work independently and make decisions as appropriate.
 - Strong skills in Microsoft Office applications.
 - Experience with Peachtree/Sage 50 Accounting system preferred.
 - Supervisory experience
 - Bilingual (Spanish/English) a plus.

Working Conditions

- Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To Apply

Send your resume and cover letter to Carol at czapfel@casadeesperanza.org.