Job Description

Job Title
Finance Director

FTE
1 FTE

Reports To
Chief Executive Officer (CEO)

Position Description
The 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. A key responsibility is to ensure all federal awards are accurately tracked and financial draws and reporting is completed as needed. The finance director supervises two accountants.

Functions
- Financial Oversight, Management and Reporting
  - Ensure the preparation of timely, financial information and reports for CEO, Program Managers/Directors and Board.
  - Review, interpret, and implement internal control practices.
  - Coordinate and complete organization’s annual budget process.
  - Ensure timely reimbursement drawdowns from all state and federal funding sources.
  - Coordinate and oversee preparation of government and funder financial reporting.
  - Review and update organization’s financial policies on an annual basis, ensuring compliance with federal guidelines.
  - Understand and stay current 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 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.
  - 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 in ensuring the planning and coordination of the organization’s HR and technology needs.

• 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.
  • 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.

• Other duties as assigned.

Qualifications
• Education and Experience
  • Minimum BA or BS in accounting or finance, CPA preferred.
  • Minimum 5 years financial management experience in a non-profit organization.
  • Minimum 3 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 AP, AR, payroll and fringe benefits.
  • Strong written, verbal and interpersonal skills.
  • Strong skills in Microsoft Office applications.
  • Experience with QuickBooks 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 Isaac Hitz Graff at ihitzgraff@casadeesperanza.org.