

Job Title: Finance Director

Reports to: Chief Executive Officer

Job Status: Salaried / Exempt

Job Summary: As a key member of the agency's leadership team, the Finance Director will oversee all financial activities, report on revenue, train staff, lead budgeting, manage risk, implement policies, and improve financial processes. S/he will thrive in an autonomous and deadline-oriented workplace while handling the complexities of multiple government funding streams and compliance requirements. The Finance Director is responsible for the finance team, including a controller, accountant, revenue/budget analyst, and payroll specialist.

Primary Responsibilities

Financial Planning and Strategic Guidance

- Present the agency's finances to partners, government specialists, foundation executives, auditors, public officials, and others as needed.
- Oversee cash, investment, and asset management to ensure availability of funds.
- Coordinate the development and monitoring of budgets across programs and the agency.
- Develop short-, medium-, and long-term financial plans and projections working with the CEO and the finance committee of the board of directors.
- Create annual budgets and lead the agency through a robust budgeting process with transparency, and engagement across departments.

Accounting and Compliance

- Oversee the Finance team to ensure proper maintenance of all accounting systems and function.
- Oversee maintenance of appropriate internal controls and financial procedures.
- Ensure timelines, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and board of directors.
- Oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.
- Remain up-to-date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Explain and interpret policies, procedures, regulations and formulas concerning grants and contracts, ensuring activities comply with guidelines and agency policies.
- Regularly present to the board and its relevant committees on the agency's financial position and requirements.
- Coordinate with Development for timely and accurate reports on fund raising and fee-for-service revenue streams.

Required Qualifications

- A minimum of a BA in Accounting/Finance/Business Administration; a CPA and/or MBA preferred
- At least five (5) years' experience in a leadership role, preferably with experience in a nonprofit with a budget of at least \$10 million and/or a highly regulated industry.
- Experience partnering with executive staff, resulting in the development and implementation of innovative fiscal, management and operational strategies.
- Demonstrated experience communicating and implementing operational changes at a large organization.
- Experience in or knowledge of nonprofit fiscal management and government contracts.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Ability to work collaboratively with staff and contractors at all levels.
- Well-developed organizational skills and attention to detail.
- An innovative and initiative-oriented mindset that values teamwork and reaching goals.
- High proficiency with common accounting software and Excel.
- A strong commitment to social justice, equity and the agency's mission to provide high-quality programs to serve low-income individuals and families.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Desired Qualifications

- Experience serving on or working with a non-profit Board of Directors, specifically around implementation of a strategic plan and/or fiscal oversight.
- Experience negotiating with a range of vendors and relationship building with sub-contractors.
- Experience working with government entities at the federal, state and local level.
- Experience with federal, state, and local funding sources; e.g., Head Start, CA State PreK, and foundations.