

RESILIENCE

ADVOCATES FOR ENDING VIOLENCE™

Position Posting: Finance Director

Posting Date: May 26, 2022

Starting Wage: \$75,000 – 85,000

Position Classification: Regular, full-time; Exempt

Preparation: Bachelor's degree in finance, accounting, or similar field. Emphasis in nonprofit financial management preferred. Minimum of five years of work experience in finance or accounting is required. Three to five years of experience in supervising finance or accounting functions, within a nonprofit organization preferred.

The ideal candidate will have:

- A commitment to Resilience's mission to respond to, reduce, and prevent domestic and sexual violence.
- Demonstrated experience leading a team.
- Strong analytical skills, proficiency in technology, and flexibility in exploring innovative approaches to financial management which maximize human and financial resources.
- An ability to think strategically, forecast financially, and develop annual financial plans in partnership with the Executive Director which advance strategic priorities.
- A demonstrated commitment to continuous learning.
- Strong communication skills, both written and verbally, with a demonstrated ability to effectively translate financial information to multiple stakeholders with varying degrees of financial acumen.
- Strong organizational skills with demonstrated ability to ensure accurate and timely reporting.
- An ability to handle a variety of constituencies, manage multiple tasks simultaneously and is someone who thrives in a complex environment with multiple priorities.
- Integrity, positive attitude, self-direction, and the ability to maintain a high degree of trust and confidentiality.
- A demonstrated commitment to equity, diversity and inclusion and self-learning.

Position Specific Responsibilities

- Ensures that all direct reports are adequately trained, supervised, and evaluated to meet position related requirements.
- Expands knowledge and skills to remain current with changing organizational, environmental, and regulatory requirements.

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- Directs and performs financial management of the organization, including cash flow, banking, investment, financing, and accounting in accordance with generally accepted accounting principles.
- Responsible for accurate management of the agency payroll, 1099 and year-end tax reporting.
- Supervises financial fund accounting systems in accordance with generally accepted accounting principles and internal control procedures; ensures that the system meets funder accountability standards and accounting best practices.
- Initiates and facilitates development of the annual operating budget in coordination with the Executive Director. This includes realistic projection of all agency expenses and revenues with input from each Department Director. Provides quarterly updates on budget compliance and variances to the Leadership Team, Finance & Investment Committee, and Board.
- Ensures that grant budgets are initiated and facilitates development of grant budgets and other financial data for successful submission of grant proposals with the Accounting Manager. Directs the implementation and provides oversight of grant award budgets and related compliance.
- Remains alert to opportunities to improve efficiency, timeliness or adequacy of accounting processes, and information sharing.
- Ensures appropriate recording of general, designated, grant and in-kind receipts and that related expenses are appropriate.
- Ensures that capital asset records are kept and recommends changes in management of capital assets.
- Ensures timely and accurate billing of grants and financial reports as required by various funding sources.
- Supervises grant application process and insures timely submission of grants.
- Ensures that service and other agency statistics are accurately tracked and reported.
- Analyzes and presents financial information to various levels of management to effectively link the planning, monitoring, and measuring of programs/functions into an effective control process. This includes the analyzing, interpreting, and effective communication of financial and statistical data to aid in the decision-making process throughout the organization.
- Ensures on time and accurate payment of agency obligations.
- Develops and interprets financial and accounting policies and procedures and ensures agency wide compliance.
- Ensures the integrity of all accounting functions by reviewing and maintaining adequate internal controls and auditing all internal and external financial reports for adherence to generally accepted accounting principles and policies. Ensures maintenance of appropriate systems for

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providing necessary documentation of records for auditing purposes and performs internal audits of journal entries and related accounts for compliance.

- Ensures that the annual audit is conducted and implements any recommendations or corrective actions.
- Ensures timely filing of all required tax reports.
- Monitors cash flow and cash balance and provides cash flow reports to Executive Director and the Finance & Investment Committee.
- Identifies risk management issues and develops risk management policies; works with the appropriate Board committee to assure adequate liability and other insurance coverage for all organization activities and property. Reviews coverage with appropriate levels of management and governing bodies at least annually.
- Provides analysis of long term financial and budget trends and identifies financial needs; maintains a long-term Capital Needs Plan and operating budget forecasts.

Applications will be accepted until the position is filled. To apply, email cover letter and resume to:

Beth Larsen, Executive Director

BethL@resiliencemi.org

Subject line: Finance Director Application

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