



JOB DESCRIPTION

Position Title	Program/Department	Reports to
Director of Finance and Administration	Administration	Executive Director
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	December 2025

POSITION SUMMARY

Good Samaritan is committed to ending poverty and homelessness, in partnership with our community. We do this by providing affordable housing solutions and supportive services.

As the Director of Finance and Administration, you will lead the organization's oversight of its financial wellbeing, including monitoring and forecasting revenue and expenses, oversight of grants and budgets, and making recommendations to maintain fiscal health. You will be responsible for the oversight of administrative and financial systems including finance, accounting, information technology, human resources, and facilities, and lead a team to ensure operational excellence.

The ideal candidate will be detail oriented, collaborative, a strategic thinker, and driven to operate a department with an urgency that matches this growing community need. She or he will be able to balance multiple tasks, manage deadlines, solve problems and provide oversight to the finances and financial team ensuring the smooth operations of the mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Develop agency and program budgets for the organization
- Prepare and analyze monthly financial reports and forecasting for executive director, board, and leadership team
- Monitor organization's cash flow and forecasting
- Supervise the Accounting Specialist
- Supervise the Office Manager, with oversight of technology, facilities, and advancement admin
- Oversee accounts receivable, accounts payable, and payroll entries to ensure accuracy and that correct allocations are made to programs
- Develop and monitor financial and accounting policies and procedures and ensure organization-wide compliance
- Establish and maintain financial records in compliance with generally accepted accounting principles and grant requirements
- Track grant requests, deadlines, and reporting requirements
- Ensure fiscal compliance with contracts for government grants

- Prepare grant closeout documentation and amendments as needed
- Ensure timely reporting of all required tax reports and related documents
- Prepare month-end and year-end journal entries in compliance with generally accepted accounting practices
- Act as the lead contact for independent auditors on accounting matters
- Oversee HR procedures in partnership with Executive Director, including employee compensation, benefits program, hirings and terminations, and maintain personnel records
- Recommend, update, and implement policies and procedures for risk management of the organization and its employees

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in accounting, finance, or related field
- 3+ years of finance or accounting working experience
- Experience with audit, legal compliance, and budget development
- QuickBooks Desktop software, Excel, and on-line report systems experience
- Knowledge and ability to perform accounting functions accurately with attention to detail
- Ability to manage multiple projects, work cooperatively with others in a team setting, and handle sensitive information confidentially
- Exceptional written and verbal communication
- Thorough understanding of business principles and practices
- Skills of leadership, problem-solving, analytical, research, critical thinking; ability to see beyond the numbers, identifying trends and new possibilities
- Connection to the mission of Good Samaritan's mission, vision and values

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Finance or accounting experience working in non-profit or government setting
- Proven ability to manage others
- Experience working with public grants

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to move about inside the office to access file cabinets, office machinery, etc., and must be able to remain in a stationary position 80% of the time. Employee will also constantly operate office machinery such as computers, copy machines and calculators, and will frequently learn new information and communicate accurate details in person and in writing.