EMPLOYMENT OPPORTUNITY

Director of Finance and Administration

Connections, an agency that for more than 30 years has been providing housing, employment and services to move individuals and families out of the shadow of homelessness, is seeking a Director of Finance and Administration to join us in our efforts to fulfill our mission.

Summary of Position
The Director of Finance and Administration (DFA) is responsible for ensuring organizational effectiveness by providing leadership for the organization's financial and business functions. The DFA reports to the Executive Director and has functional responsibility over all accounting functions, payroll, information technology, human resources, property and facilities management, insurance/risk management and financial oversight of program contracts as well as office operations. This position also interacts with the Board of Directors, specifically the Board Treasurer and the Finance Committee.

Position Responsibilities

- Has overall financial management responsibilities including the preparation of monthly, quarterly and annual financial reports and metrics for the Executive Director and Board of Directors;
- Oversee budgeting, financial forecasting, cash flow and coordination of audit activities as well as accounts payable and receivable;
- Analyze and present financial reports in an accurate and timely manner. Clearly communicate monthly and annual financial statements. Collate financial reporting materials for all donor segments and oversee all financial, project/program and grants accounting;
- Coordinate the annual audit process, liaise with external auditors and the finance committee of the Board; assess any changes required;
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization’s financial status;
- Manage organizational cash flow and forecasting;
- Oversee all accounts, ledgers and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements. Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenditures;
- Implement a contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements;
- Develop and maintains relationships with various banks and funding sources;
• Further develop and manage administration of compensation and benefits, compliance, office relations, adherence to policies and recruiting;
• Oversee administrative functions as well as facilities to ensure efficient and consistent operations;
• Evaluate and improve the organization's information technology infrastructure, implementing new technologies to support key capabilities as required for future growth.

Knowledge, Skills and Abilities

• Bachelor’s degree in accounting or business administration, CPA or MBA preferred;
• Minimum seven (7) years of overall professional experience;
• Minimum four (4) years of broad accounting, financial and administrative management experience involving the use of electronic data processing systems;
• Minimum three (3) years’ experience in nonprofit management;
• Minimum two (2) years’ supervisory experience;
• Experience with government grants and contracts;
• Familiarity with 2 CFR part 200 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards);
• An understanding of nonprofit accounting, including skill at managing restricted and unrestricted funds;
• Experience in audit, legal compliance, budget development, organizational development and human resources procedure management;
• Experience with Microsoft Office applications, experience in MIP preferred.

Compensation and Benefits
Competitive salary and benefits plan, including Paid Time Off (PTO), paid holidays, health and dental insurance options, paid life insurance and short and long term disability coverage, as well as a 403(b) option.

Organizational Overview
Connections provides housing, employment and supportive services to move individuals and families out of the shadow of homelessness. It works to end homelessness by preventing people from losing their homes, housing those who are homeless and helping each client to reach the greatest possible level of self-sufficiency. Programs include re-housing, permanent supportive housing, education and employment, homelessness prevention and health services for the homeless.

Submit resume and cover letter to: sochoa@connect2home.org. Phone calls will not be accepted.