

JOB DESCRIPTION

Job Title: Senior Finance Director
Location: Hybrid – alternating remote work two days a week with work three days a week at two sites: 642 N Kedzie Ave. and 2501 W Washington Blvd. Free street parking.
Supervised By: Deputy Director
Supervises: Finance Manager
Status: Full-time exempt

ORGANIZATION SUMMARY

Facing Forward to End Homelessness (Facing Forward) ends the cycle of homelessness for families and individuals by offering hope, help, and housing. We first ensure that our clients have a safe, stable home, and then we empower them as they lead a *forward-facing* life. We also offer case management, healthcare, referrals for substance abuse treatment and mental health issues, education, and job training. Facing Forward gives the tools our clients need to reclaim their lives.

VISION

We are committed to fostering a diverse, equitable, and inclusive environment where each member of Facing Forward is empowered to be themselves, share ideas, and contribute to the mission and vision of the organization. In unity, we can work to prevent and end homelessness for our clients, to partner and guide them on their journey toward stability, health, and self-sufficiency.

POSITION SUMMARY:

The Finance Director is responsible for the development of a financial and operational strategy with metrics tied to that strategy. They develop and monitor control systems designed to preserve the assets. They are responsible for reporting accurate financial results, monitoring the day-to-day operations of a seven-person finance department, and overseeing the creation of the budget. The Finance Director reports to the Deputy Director, oversees the Finance Department, and works closely with the Finance Committee, Board of Directors, Executive Team, and staff organization wide.

ESSENTIAL JOB FUNCTIONS

Financial Management & Reporting

- Analyze financial data and present financial reporting in an accurate and timely manner for the Board, Deputy Director, and Executive Team employing nonprofit standards, and US generally accepted accounting principles. Clearly communicate monthly and annual financial statements with an appropriate level of budget variance analysis and recommendations for corrective action.
- Manage cash flow: prepare cash flow reports and communicate status to management regularly.
- Implement a robust contracts/financial management accounting and reporting system to ensure contract billing and collection schedules to ensure financial data and cash flow.
- Lead the creation of the annual budget in collaboration with the Executive Team and Finance Committee. Analyze and review the multiple department budgets and expenditures to discuss variances and corrective actions. Monitor the budget and ensure expenditure control.
- Make salary recommendations for all direct reports to Deputy Director.
- Evaluate banking relationships. Ensure proper bank record-keeping, board, and staff member signatures and resolutions for bank and investment accounts.
- Provide staff support to the finance committee and implement their decisions.

Accounting

- Develop and enforce accounting policies and procedures.
- Ensure monthly allocation reconciliations with the Development Department, bank reconciliations are approved, and that journal entries are made. Ensure an accurate and timely quarterly and year end close.
- Oversee the preparation year-end financial reports and audit schedules for CPA-Auditors. Interact with other internal and external auditors in completing audits.
- Ensure that bookkeeping tasks (AR and AP) are completed in a timely and accurate manner.

Contracts

- Supervise and approve the submission of monthly vouchers, invoices, provide necessary follow-up with contracting agency to ensure payment.
- Gathers all necessary financial reporting to federal, city and state agencies, as needed.

Other Responsibilities

- Use email and other technologies to communicate with staff and others and to efficiently complete work assignments.
- Protects the organizations value by keeping financial and other information confidential.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks, participating in professional organizations.
- Participation at required meetings and several annual special events.
- Perform other duties as assigned.

QUALIFICATIONS

Education, Certification, License

- Masters' Degree required in Accounting; CPA preferred.

Experience

- Minimum of seven years of work experience in nonprofit accounting and reporting.
- Previous work experience researching, analyzing, and evaluating complex financial data.
- Knowledge of standard nonprofit accounting practices and federal and state regulations'
- Proficient using accounting software experience (NetSuite or other nonprofit ERP preferred)
- Five years previous supervisory and leadership experience.

Skills and Abilities

- Excellent in Microsoft Office Suite and database skills. Handiness with IT and general office equipment.
- Ability to multi-task, prioritize and direct others, make decisions, follow-through, and work under pressure and deadlines.
- Ability to think analytically, strategically, and provide recommendations and solutions.
- Ability to communicate complex information clearly and concisely both orally and in writing and the ability to work effectively with a broad range of individuals .
- Displays eagerness and the ability to learn new methods, procedures, and techniques.
- Must possess a keen attention to detail and a commitment to high quality work.
- High level of professionalism and confidentiality.

COMPENSATION AND HOW TO APPLY

- Salary range is \$95,000 to \$115,000 depending in experience and skills. Benefits include medical, dental, vision, life, and long-term disability insurance. Employer-matched retirement plan and generous paid time off.

- **Email and include in the Subject line: “Your last name, Sr. Finance Director”**
(1) cover letter that explains why you would be a good fit for this position
(2) your resume (3) how you heard of the opening (4) your desired salary range to
search@torkelsonconsulting.com
- Incomplete materials with only a resume will not be considered.

Working Conditions and Physical Requirements

- Work is performed remotely and in a typical office work environment.
- Sitting for extended periods is required. Intermittent physical activity, including standing, walking, and bending. Normal manual dexterity and hand-eye coordination corrected hearing and vision to normal range; verbal communication is required.
- Business hours are 9 am-5 pm, Monday-Friday, evening and weekend work may be required.
- Reasonable accommodations will enable qualified individuals with disabilities to perform the position’s essential functions.

WORK SCHEDULE AND VACCINATION STATUS

- This is a hybrid work position, with on-site responsibilities alternating remote work two days a week with work three days a week at two sites: 642 N Kedzie Ave. and 2501 W Washington Blvd. Attendance at meetings and events is occasionally required in the evenings and weekends.
- While we highly encourage all employees to be vaccinated against COVID-19, we do not currently require employees to be vaccinated. Instead, we employ masking and isolation protocols for all staff.

Diversity and Equal Opportunity Value:

- We are committed to equal employment opportunity for all qualified applicants and all our employees without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, pregnancy, gender identity or expression, age, national origin, citizenship status, military service and/or marital or family status, order of protection, handicap, disability, or any other factor protected by law.

This description provides a summary of the major duties and responsibilities and is not an exhaustive list of the duties and responsibilities. The employee holding this position may be required to perform additional duties to meet the organization’s needs.