

Sample Job Ad

Compelled to action by the convictions of their founders, our client joins the community to listen, engage, and build relationships that assist and advocate for individuals and families to meet basic needs and achieve stability and self-sufficiency.

Our client has been doing work in Seattle and King County for close to 100 years and around the world for 185 years. They have learned that nothing in our world remains static. Change is inevitable. It is incumbent upon us to adapt, evolve and be capable of managing ever-changing environments. For our client, they call this mission renewal.

The benefits of Mission Renewal are significant. Our client knows their employees, leaders, partners, and others gain fresh perspectives, renewed spirits, and new ideas as they collaborate and work with them. This accelerates development of new ideas and strategies that help them resolve problems with energy and zeal.

Director of Finance - Non-Profit

As the Director of Finance, you will collaborate with the Executive Director to review and enhance internal organization processes and infrastructure that will allow our client to be financially sound, continue to grow and fulfill its mission. You will oversee the organization's financial management, grant management, and help maintain the internal controls, as well as collaborate with the Executive Director on strategic planning, fundraising development, and financial growth plans.

Our client will expect you to drive the financial planning of our client by working with Executive Director and senior management in analyzing organization's performance identifying trends from existing data and advise on interpretation and application of these results. You will also develop, recommend, and implement procedures and policies related to the operation's administration, and direct staff in carrying out policies.

Responsibilities:

- Execute the financial strategy of the company.
- Manage financial controls and accounting procedures.
- Ensure full transparency over the financial performance of the company.
- Provide advice on how to increase revenue and reduce costs.
- Effectively and clearly communicate potential risks in a timely manner.
- Propose action plans to ensure that annual financial objectives are attained.
- Support the ED with forecasting, identifying, and growing new funding streams.
- Coordinate and produce all tax documentation as required.
- Oversee management of Finance Department and its staff.
- Oversee management of all aspects of the finance, accounting, payroll, and benefits coordination activities; also fulfill internal (independent) and external (authorized) agencies' audit requirements.

- Work with ED on strategic planning and implementation of lean, modern, and efficient systems of operation across the entire organization.
- Ensure organization's compliance with rules, laws and regulations pertaining to local, state, and federal tax authorities including all applicable internal and external reporting requirements.
- Prepares 990 documentation for review by auditors and board of directors.
- Review departmental budget proposals, supporting documentation and justification. Oversee the preparation of the organization's annual budget, which also includes responsibility for its tracking and reporting activity.
- Maintain fundamental GAAP, FASB and GASB principles and sound internal control policies throughout the organization by maintaining, testing, adapting, improving, and implementing effective information gathering processes and systems. Responsible for ensuring the generation and interpretation of financial, managerial, and analytical reporting.
- Coordinate treasury management: ensure proper internal controls are in place to safeguard the cash management and all other assets of the organization.
- Ensure that Finance Department's policies and procedures align with OMB (Office of Management and Budget) Uniform Grant Guidance that is incorporated in Federal, State, and local government grants received or subcontracted to the organization.
- Develop and maintain relationships with agency's bankers and investment advisors.
- Support Directors' communication platform and act as liaison with Staff, Board, Conference Members, community supporters, and general public as needed.
- Work within the framework of the Society's mission and objectives.

Qualifications:

- Bachelor of Arts degree in Finance or Business Administration, CPA, or CMA certification a plus.
- Minimum 15 years business management experience; solid understanding of financial reporting, GAAP, FASB, GASB
- Minimum of 3 years non-profit accounting and governance experience.
- Strong and effective leadership, organizational and communication skills.
- Solid knowledge of information systems, financial analysis, and forecasting.
- Action oriented, strategic, proven leader capable of setting goals and inspiring colleagues and staff toward their achievement.
- Strong computer skills: Microsoft Office, and QuickBooks; knowledge of payroll systems a plus.
- Functional familiarity with data base software.
- Experience with real estate property management, business, and non-profit sector.
- CPA or CMA preferred.

Benefits:

Our client values their employees' time and efforts. Their commitment to your success is enhanced by their competitive compensation and an extensive benefits package to include transportation reimbursement, flex scheduling, extensive PTO packages, and an in house gym.

Plus, they work to maintain the best possible environment for their employees, where people can learn and grow with the company. They strive to provide a collaborative environment where each person feels encouraged to contribute to their processes, decisions, planning and culture.

Our client is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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