



Transforming Parents' Lives. Improving Children's Futures.

## **Director of Finance**

Warren Village is actively seeking a skilled and experienced **Director of Finance** to lead the financial operations of this organization. We desire a skilled and experienced individual to bring passion to the leadership team overseeing this 60 plus person organization with a \$5M budget.

We desire candidates who are looking for more than just a job, but are instead seeking the chance to contribute to the strategic leadership of a growing organization in a dynamic and opportunity-rich environment. Our mission is to empower those who are most disadvantaged in our community to improve their lives and we seek a financial expert to support us in this work. This is a great chance for a committed individual to apply their skills, invest their energy and help our organization grow to the next level.

Warren Village is a mission-driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability, empowerment, excellence) that drive our culture and our work. We believe in empowerment and believe that any person, given the right opportunities, can achieve true self-sufficiency.

We want to attract diverse candidates for this job who believe in the transformative power of individual agency coupled with collective supports. We want creative, critical thinkers who bring ideas to the table, energy to the team and a sense of humor. We want candidates who want to grow and learn along with our organization as it pursues its strategic future. We want employees who want to change the world, starting at Warren Village.

If you are up for the challenge and the reward, we encourage you to apply!

### **JOB DESCRIPTION:**

#### **Essential Functions and Responsibilities:**

- Provide financial oversight for all areas of the organization's fiscal functions and reporting.
- Provide financial and strategic insight and expertise to the CEO and Board's Finance Committee.
- Prepare annual budget, starting with input and review of department-level budgets through final presentation to, and approval by, the board.
- Closely monitor revenue and expenditures and produce monthly financial statements for distribution to Finance Committee, Executive Committee and Board of Directors. Provide financial analysis as needed.
- Oversee audit and tax functions, coordinate activities with outside audit firms and review firms' performance
- Develop, implement and maintain accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting.

- Consults with HR Manager and may provide limited guidance regarding employee relations (hiring/terminating policies) and other corporate policies.
- Oversee the production of variance and other financial reports for Directors.
- Prepare short and long-term financial forecasts of financial performance for use with internal management and external parties.
- Provide financial guidance and oversight to department directors on a monthly basis.
- Work closely with the Vice President of Development to ensure accurate and consistent revenue reporting to the CEO and Board of Trustees.
- Responsible for maintenance of payroll processes and procedures (bi-weekly), employee benefits and maintenance of 403(b) Plan.
- Coordinate the annual independent accountant audits and preparation of IRS Form 990. Schedule presentation of final audit reports and Form 990 to Finance Committee and Board. Responsible for timely filing of HUD audit and Form 990.
- Manage cash flow through monitoring of bank accounts, using credit line and margin borrowing, when necessary.
- Ensure accurate interactions between organization's accounting software (MIP) and HUD required software and Childcare Manager accounting software.
- Oversee all corporate investments. Coordinate related policy and transactions with Finance Committee.
- Provide risk management services, including review and renewal of all insurance policies for property, liability and Workers Compensation.
- In coordination with the Administration Manager and other appropriate staff, coordinate all contracts with outside vendors to the organization.

**Competencies:**

- Strong interpersonal skills with the propensity to successfully foster new and maintain long-standing business relationships
- Excellent communication skills, both orally and written; skilled in the art of negotiation.
- Ability to multitask, prioritize and delegate responsibilities in an effective and efficient manner
- Outstanding integrity, solid moral judgment, and the ability to make important decisions under pressure
- Expert problem solver, analytical thinker, and decision-maker
- Ability to develop and maintain strong relationships with all levels of the organization. Possess strong leadership skills and business acumen
- Extensive experience with identifying internal control weakness and taking corrective action.
- Strong knowledge of accounting software packages (MAS 90 or MAS 200 preferred) and Microsoft products.
- Strong understanding of Federal and State government funded programs and the related reporting requirements preferred.
- Experience with HUD accounting preferred.
- Proficiency in all aspects of corporate accounting and all pertinent GAAP, SEC rules and regulations including Sarbanes-Oxley compliance.
- Working knowledge of all corporate and human resource activities including employee benefits, retirement plans, corporate insurance and related activities; will work with HR Manager in these areas.

## **Minimum Qualifications:**

### **Required/Preferred education and/or experience:**

- Minimum of Bachelor's degree in Business Management, Finance, Accounting, or related field.
- 5 years' experience in a senior finance position.
- Proficiency in Microsoft Suite and other business software
- Extremely knowledgeable in financial forecasting, accounting principles, and financial data analysis
- Five years' experience in accounting. Nonprofit experience preferred.
- 5 years in a senior management position with supervision of staff.
- Strong knowledge of best practices, principles and processes for finance, organizational strategic planning, and annual budget (design, coordination and oversight).

### **Additional eligibility requirements (Certifications, Licenses, etc.):**

- Master's degree and/or CPA preferred.

### **How to Apply:**

Interested candidates should submit the following items (*as separate pdf attachments*) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org):

1. Resume
2. Cover letter
3. Three professional references (*to be contacted only if the candidate progresses to the final round*)

The position will be open until filled. Salary will be commensurate with similar nonprofit financial leadership positions.

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*