



Director of Finance

We are currently seeking a Director of Finance with a proven background in nonprofit finance to lead the fiscal operations and ensure the financial health of our thriving 50+ employee, \$4 million+ organization.

Reporting to the Chief Executive Officer, the Director is a key member of our highly collaborative senior management team and leads that team in the budgeting and financial analysis activities that supports the organization's work.

[STAND! For Families Free of Violence](#) was born from the equal rights movement of the last century; specifically, from the strand of that movement that sought to eradicate violence against women. We are an organization that provides social services while participating in the larger activities of moving the dial on social justice. Successful candidates for all our positions will be eager to participate in social justice work including the interruption of structural inequities. We are a values-led organization, and our employees are committed to our values of integrity, passion, compassion, safety, accountability, innovation, and collaboration; and eager to create and participate in a work culture of inclusion, interpersonal kindness, and accountability. The successful candidate will be a skilled problem-solver, detail-oriented, and comfortable moving between hands-on involvement in day-to-day business activities; and strategic thinking.

Our work is funded by around thirty federal, state, local, government and private foundation grants and contracts. The complexity of this funding structure requires that the Director brings extensive experience working at a senior level in multi-funded nonprofit organization(s) to support their work preparing, monitoring, and modifying STAND!'s annual budget; and preparing financial statements and other regular reports for funders, government entities, the Chief Executive Officer, the Finance Committee, and Board of Directors. Five+ years' experience in a leadership position within a nonprofit organization is required for this role.

The Director of Finance manages a team of three to four accounting professionals.

Key areas of responsibility in this hands-on role include:

- Provide oversight of day-to-day financial operations including general accounting, accounts payable, payroll, annual audits, and regulatory reporting.
- Develop, implement, and maintain all accounting systems and procedures in accordance with generally accepted accounting principles.
- Initiate and coordinate agency's annual budget development process with senior management team; ensure adherence to budget allocations and expenses.
- Prepare, maintain, and oversee grants accounting, Finance Department, and special event budgets.
- Prepare grant budgets for renewal applications, foundation applications, and new initiatives.
- Perform or supervise grant billing on a timely basis, to government agencies and foundations.
- Maintain professional contact with government agencies, funders, and general public.
- Monitor revenue and expenses regularly.
- Manage agency's cash flow.
- Prepare for annual audit and assist auditing firm as needed to complete audit; and to file Federal, State, and local tax returns.
- Prepare for funder audits and preparation of governmental reports.
- Monitor AR aging schedule on a monthly basis, follow up with funders on past due items.
- Prepare and analyze monthly accurate and timely financial and variance reports. Report on same to Chief Executive Officer and Finance Committee of the Board of Directors.

- Provide supervision as needed to accounting staff including hiring, completing performance appraisals, providing professional development, training, and initiating corrective action if needed.
- Maintain banking, workers' compensation, and liability insurance relationships.
- Actively participate in Senior Management discussions and decisions regarding agency issues.

COVID-19

STAND! has developed a robust COVID-specific Illness Prevention Plan **and recently mandated that all onsite employees be fully vaccinated against COVID** or have an approved exemption.

Required Qualifications for this role:

1. B.A., B.S. or higher Degree in Accounting, Finance or Business Administration or equivalent accounting work experience
2. 5+ years' experience in financial management at a senior level for a multi-stream, government-funded non-profit, that includes General Ledger management, managing and implementing accounting methodologies for the cost-allocation of multiple, complex government funds & grants; and technical knowledge of GAAP.
3. Demonstrable understanding of GAAP, accounting functions and responsibilities
4. Proficiency in MIP Fund Accounting Software, Word, computerized general ledger, and payroll systems.
5. Experience using fund accounting software in a complex, multi-funder agency; ability to research transactions and develop reports.
6. Demonstrated proficiency with ABILA - MIP Financial software.
7. Demonstrated proficiency in accounting and spreadsheet software (Excel).
8. Experience with federal cost principles and OMB circulars.
9. Well-organized, effective leader with excellent prioritizing and attention to detail skills.
10. Experience motivating, developing, directing, managing, and valuing professional staff.
11. Experience managing annual audit process.
12. Risk management experience.

In addition, the successful candidate be a good listener, a strong strategist, and an effective communicator, with the ability to work well under pressure and adapt easily to frequently changing situations and priorities. They will also be a collaborative, emotionally mature, seasoned leader who delivers results.

Employment with STAND! is contingent upon clear fingerprint and criminal history record, successful completion of DOJ Form I-9, valid California driver's license, proof of insurance and clean driving record. (MVRs are run prior to hire and periodically thereafter). Continued employment is contingent upon successful completion of the agency's mission-related required training. MPA/MBA is a preferred qualification for this role.

We offer:

- The opportunity to make a difference in the lives of our community's families
- Generous compensation package that includes medical, dental, vision, life and AD&D insurance, voluntary acupuncture and chiropractic insurance, insurance pre-tax premiums account, 403(b) plan (with limited employer match after one year's service); and to earn vacation, sick leave and holiday pay.

To apply:

Apply by emailing a cover letter, resume and the names of three professional references to: resume@standffov.org, or mail to: Human Resources, STAND! For Families Free of Violence, 1410 Danzig Plaza, Concord, CA 94520. **In your cover letter, please outline how you meet the qualifications described above.**

We are an Equal Opportunity Employer committed to staff diversity, and welcome applications from qualified people of all backgrounds.

Posted: 03/23/2022