

## Title

Finance Director  
Updated: 4/24/2017

## Job Overview

Under the supervision of the Executive Director, the Finance Director is responsible for oversight, management and implementation of the fiscal functions of an organization with approximately 40 employees and an annual budget of over two million dollars and expanding. The Finance Director understands and works in compliance with the mission, goals and performance standards of Family Connections.

## Job Highlights

- Maintains agency financial records in accordance with GAAP
- Oversees all agency accounting functions
- Works closely with management team to fulfill fiscal internal and external reporting requirements, including government contracts which are historically 60% of revenue
- Establishes and oversees fiscal and administrative systems and internal controls to ensure compliance with any applicable laws and adherence to best practices
- Manages employee payroll, time off accrual, retirement plan, and commuter benefits in accordance with applicable labor laws

## Job Details

### Accounting

- Full responsibility for all accounting functions including: accounts payable, billing, accounts receivable, general ledger entry and reconciliation, bank and investment reconciliation, cash flow management, overseeing audits, quarterly financial statements, budgeting and financial reporting
- Prepares financial reports and budgets for grant applications in collaboration with the management staff; maintains accounting systems to track and allocate expenditures to specific grants; fulfills pre and post grant reporting requirements; produces monthly invoices to government agencies (historically over 60% of income); manages governmental fiscal audits and renewals
- Works closely with Executive Director and program staff to prepare annual program budgets; assists program staff in monitoring the financial performance of programs
- Prepares the organization's annual budget, in collaboration with management staff and the Board of Directors
- Closes and prepares quarterly financial reports for management and Board of Directors; participates in Board Finance Committee
- Manages and oversees organization's annual audit and tax return, including preparation of all required documents
- Reviews and updates the Financial Policy Manual annually and ensures adequate internal controls are in place and followed
- Updates schedule of fixed assets annually or as needed
- Facilitates financing for major capital purchases such as a new building



- Manages current and long-term liabilities including credit cards, line of credit, and mortgages. Ensures timely payments and adherence to terms of agreements. Monitors interest rates and facilitates refinancing of debt when appropriate

#### Payroll/Benefits Administration

- Processes biweekly payroll with outside payroll service including employee wage garnishments
- Records payrolls in the general ledger and maintains system to allocate wages and employer taxes across programs and funding sources
- Administers and reconciles employee benefits including commuter benefits, 403(b) retirement plan, and paid time off
- Reconciliation of quarterly payroll, payroll tax reports, and annual 1099 forms

#### Other

- Supports the HR Manager and other staff with vendor/consultant negotiations, contracts, lease agreements, compensation survey
- Prepares local government forms such as the annual property tax welfare exemption and business registration renewal
- Routinely suggests to the Executive Director improvements to Family Connections' systems, methods of operating and approaches to personnel matters, in order to maintain the highest quality of personnel
- Develops and implements an annual and weekly work plan, making sure that timelines for goals are met.
- Works cooperatively and collegially with all Family Connections staff

#### Qualifications

- BS or BA with background in accounting preferred
- At least five years of nonprofit accounting experience, including government contracts
- At least two year experience with payroll processing with either ADP or Paychex
- Demonstrated understanding and application of GAAP
- Knowledge of and experience with best practice accounting processes for non-profit organizations with multiple programs and funding sources, including government contracts and restricted foundation grants.
- Advanced Excel skills
- Highly proficient in Quick Books
- Ability to work independently and meet recurring deadlines
- Attention to detail, resourcefulness and excellent organizational skills
- Collaborative and enjoyment of children and families
- Excellent verbal and written communication skills

#### Agency Overview

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 23 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at [www.portolafc.org](http://www.portolafc.org).



### **Physical I Requirements**

Administration:

- requiring frequent sitting, typing and computer use
- occasionally requires pushing and/or pulling objects, lifting and/or carrying up to 25 lbs.
- requires the ability to frequently move about or remain seated depending on the task at hand

### **Compensation and Application Process**

- \$80,000-85,000/annual, depending on experience
- Fulltime, exempt position, with health benefits including chiropractor and acupuncture
- To apply, email your cover letter (required) and resume to: [jobs@portolafc.org](mailto:jobs@portolafc.org). Please, absolutely no inquiring phone calls!

*Family Connections is an Equal Opportunity Employer.*

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.