



### Position Description

<b>Position Title: Finance Director</b>	<b>Supervisor: Executive Director</b>
<b>Department: Finance</b>	<b>Full or Part Time: Full-Time</b>
<b>FLSA Status: Exempt</b>	<b>Salary Grade: \$65,000-\$70,000</b>
	<b>Revision Date: July 2019</b>

<b>Position Summary</b>
<p>The Finance Director has the primary responsibility for the development, implementation, maintenance, and oversight of Safe Passage’s financial and facility-related activities. As a member of the management team, the Finance Director brings vision and leadership to discussions at all levels of Safe Passage and helps to explore, select and implement plans for Safe Passage’s financial endeavors in support of its mission. The Finance Director leads the development of and continually monitors the annual budget, prepares periodic financial statements, and coordinates the annual audit. The Finance Director coordinates all grant budgets and reporting, as well as the research and writing of operating policies, responsibly manages all debt and borrowing, capital projects, insurance, and contracts.</p>
<b>Essential Functions</b>
<p>Finance and Accounting</p> <ul style="list-style-type: none"> <li>• Manage and ensure accuracy of day to day accounting practices – such as cash disbursements and receipts, and monthly bank reconciliations;</li> <li>• For direct reports, provide instruction/training in proper methods and procedures, and monitor and verify all general ledger activity;</li> <li>• Manage communication with outside payroll service, overseeing the submission of accurate employee information and time records; rigorously review and verify reports and the correct application of deductions and accruals; verify annual W-2 and 1099 reporting; oversee and properly account for all SP employee benefits;</li> <li>• Ensure the accuracy, clarity, completeness, timeliness, and integrity of all financial reporting and its compliance with accounting standards and government regulations;</li> <li>• Oversee the accounting system, banking, debt, cash management, and any debit and investment instruments;</li> <li>• Serve as staff liaison to the Finance Committee of the Board of Directors; analyze and present financial reports monthly and annual financial statements, provide additional information as requested; effectively communicate critical financial matters to the Board;</li> </ul>

- Oversee and lead annual operations and capital budgeting planning process in consultation with the Executive Director and management team; administer all financial plans and budgets (including capital budgets); monitor progress and changes; devise effective methods to keep management team informed of revenue and expense tracking against budget;
- In consultation with the Executive Director and Programs staff, implement a robust contracts management and financial management/ reporting system; ensure that funders' contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements; oversee all financial, project/program and grants accounting;
- With Development staff, reconcile financial reporting for all donor segments;
- Ensures that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial reporting.
- Perform fixed-asset accounting, including tracking and recording capital additions and disposals, calculate depreciation expense, obtain approval for capital expenditures and accurately adjust the general ledger to reflect proper balances of fixed assets;
- Manage the year-end close (including accruals, receivables, and fixed assets) and annual audit process, liaise with external auditors and the Finance Committee of the Board of Directors; assess and execute any changes necessary.

#### Leadership

- As a member of the management team, work closely and collaboratively with the Executive Director, the Associate Executive Director, the Director of Development, and the Director of Community Engagement to ensure that the agency's strategic goals are met, with input into agency direction, protocols, procedures, and strategic planning;
- Propose, plan, implement, maintain, and continuously evaluate short and long-term strategic financial objectives;
- Onboard, supervise, coach, and evaluate program finance staff including the establishment and maintenance of a performance management process'
- Maintain a feedback loop with all staff members to ensure the smoothness and integrity to the financial and facility/equipment components of the organization.

#### Facilities, Compliance, and General

- Manage agency-owned and rented facilities and properties: anticipate, research, and oversee maintenance and service needs, tenant and vendor agreements; and approve related expenses to budget;
- Monitor the condition of and engage vendors to maintain all purchased and leased equipment and property; track inventory and recommend timely replacement of equipment, technological hardware and systems, researching options within budget scope;
- Regularly assess, initiate revisions of, and implement all necessary business and accounting practices (as well as processes interacting with other departments); update the finance policy and procedure manual;
- Negotiate insurance coverage and policies and coordinate filing of claims;
- Review major vendor contracts and miscellaneous agreements prior to execution, advising Executive Director regarding financial commitments and compliance; draft agreements and basic contracts as requested.

- Monitor computerized financial systems and procedures inclusive of password protection and organization of e-files;
  - Employ available and affordable up-to-date technology and resources to streamline operations and procedures;
  - Follow SP policy honoring rigorous client, donor, employee confidentiality as well as the privacy of financial records (complying with and implementing SP's record retention/destruction policy); oversee accessible archive of paper financial records, insurance information, and contracts.
  - Manage all of Safe Passage's fixed assets, to include property and facilities, and the acquisition and inventory control of all assets, equipment, and technological hardware.
  - Manage tenant relations for leased space owned by Safe Passage.
- Other duties as assigned.

### Hiring Requirements

#### Education

**Minimum:** Associate or Bachelor's Degree

**Preferred:** MBA or finance-specific degree such as accounting, business, or management

#### Years of Experience:

Five-plus years solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger and payroll; minimum 2 years with managerial experience.

#### Knowledge, Skills & Abilities:

Minimum:

- Ability to produce year-end financial statements.
- Knowledge of state and federal laws related to payroll and knowledge of GAAP (generally accepted accounting principles)
- Demonstrated skills in both supervisory and management capacities.
- Demonstrated success in setting priorities; keen analytic, organization, and problem solving skills which support sound decision making.
- Excellent communication skills - oral and written – including experience presenting key data to board members and outside partners. The ability to translate financial concepts to – and to effectively collaborate with -- programs and fundraising colleagues who do not necessarily have finance backgrounds.
- Excellent interpersonal skills.
- Must be highly ethical with a high level of integrity, self-motivation and reliability.
- Basic knowledge of office computer hardware and imaging equipment;
- Strong computer/technology skills including Excel, Word, and finance software programs.
- Applicants may be considered with demonstrated equivalent combination of training and experience which provides the required knowledge and abilities.

**Preferred:**

- A track record in grants management and reporting.
- Experience in non-profit accounting and management and with government agencies.
- Experience and commitment to working for social justice.
- Experience with facility management.
- Experience with computer hardware/systems purchasing and maintenance.
- Experience with Google Docs platform.

**Tools & Technology Requirements:**

Estimate of Physical, Environmental, and Cognitive Requirements can be provided upon request.

**Additional Responsibilities:**

This is a full-time exempt position. Office hours of work and days are Monday through Friday, 9:00 a.m. to 5 p.m. Occasional and seasonal evening and weekend work – in office and remotely - may be required as job duties demand.

**What We Offer**

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We are advocates for self-care and work-life balance, and our compensation package reflects this. Full-time employees receive 15 days of accrued vacation for the first year, and 20 days in the second year of employment. We additionally provide three personal days, and ample holiday and sick time. Benefits are consistent with Safe Passage’s personnel policies and relevant state and federal laws.

**Apply:** Send cover letter and resume to [spjobs@safepass.org](mailto:spjobs@safepass.org) with the subject line of Finance Director. Deadline for applications is September 27, 2019.

Safe Passage works on a daily basis to earn its position as a justice-centered employer of choice in Western MA. Toward this goal, Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff. *For more information about Safe Passage and domestic violence, visit our website at [www.safepass.org](http://www.safepass.org).*