***Sarah’s Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations.****Our services and initiatives focus on ending relationship violence through domestic violence crisis intervention, community education, and violence prevention programs for youth.*

**Job Title:** Finance and Operations Director **Department:** Finance and Operations

**Reports To:** Executive Director **FLSA status:** Exempt/ full-time

**Position Summary:** The Finance & Operations Director is responsible for the financial, human resources, and operational management strategies for the agency, including direct responsibility for the agency’s human resources and benefits administration, personnel policies and procedures, maintenance of personnel records, accounting and finance, budget and forecasting, financial and operational compliance, risk management, and working directly with the Grants Manager on oversight of all public contracts and agreements. The Finance & Operations Director also provides oversight and management for day-to-day business operations, supervising the Operations Manager in their responsibilities including oversight of facilities, IT management, procurement, human resources, training and onboarding. The Finance & Operations Director will be a valued member of the leadership team (Administrative and Program Directors) and the Board of Directors’ Finance & Operations Committee.

**Essential Duties and Responsibilities:** Other duties may be assigned.

**Leadership, Strategy and Risk Management**

* Serve as a strategic thought partner to the Executive Director, supporting strategic planning and organizational development.
* Actively participate as a member of the Leadership Team with other agency Directors, and collaborate closely with Leadership Team on cross functional issues such as culture management, effective program design, and managing organizational change.
* Serve as a key leader and build internal relationships with staff, in order to develop an understanding of programming that enables strategic resource allocation for efficient impact and growth of financial resources to meet programmatic needs.
* Represent Sarah’s Inn to internal and external stakeholders including the board, financial institutions, community partners, donors, funders/grant-makers, auditors, and public officials.
* Collaborate with the Executive Director to create and manage a comprehensive risk program, identifying and mitigating risks across the organization including insurance coverage, process changes, and policies.

**Finance & Accounting**

* Oversee and lead the annual financial budgeting process for the agency’s operating budget in collaboration with the Executive Director and Leadership Team to ensure availability and sustainability of resources, and to maximize impact of public and private funding. Prepare Agency and Program Budgets annually.
* Lead a talented and dedicated finance and operations team, which includes a Grants Manager, an Operations Manager, and a Program Data Coordinator.
* Collaborate closely with the agency’s Development team to monitor and manage private fundraising.
* Establish and follow financial policies and procedures and maintain appropriate internal controls.
* Provide timely, accurate, and useful financial and management reporting for federal, state and local funders, foundations, and Sarah’s Inn’s Board of Directors.
* Produce, analyze and present monthly financial statements highlighting key changes to revenue and expenses, and including cash flow projections, and present to the Executive Director and the Finance & Operations Committee.
* Produce ad hoc reports, as requested, by the Executive Director and/or the Finance & Operations Committee.
* Develop annual strategic goals for the finance and operations department as it relates to the strategic plan or other internal plans.
* Engage the Finance & Operations Committee with financial plans, projections and in developing annual goals.
* Ensure legal and regulatory compliance regarding all financial functions.
* Make recommendations for policy changes and process improvements including greater automation of the finance and grant process system.
* Establish, maintain, and enforce the agency’s financial policies and accounting control procedures.
* Prepare, monitor and review accounting and related system reports for accuracy and completeness.
* Supervise the input and handling of financial data and reports.
* Resolve accounting discrepancies.
* Prepare year-end financial reports and audit schedules.
* Remain current on nonprofit GAAP accounting, reporting and control best practices, and state and federal law regarding nonprofit financial operations
* Coordinate audits, including A-133 audit, and file tax returns.
* Oversee agency payroll processing twice monthly and reporting of tax and other benefits payments.
* Account for all financial transactions according to GAAP utilizing accounting software.
* In collaboration with the Grants Manager, monitor grant spending and ensure maximization of all public and private grants based on funders program year. Coordinate approval for line-item changes and/or budget, as necessary.
* Implement the agency’s contracts management and financial management reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements; work closely with Grant Manager and program Directors to assure maximum utilization of contract resources.
* Make approval or rejection recommendations of vendors and contracts.
* Coordinate the monitoring and auditing of sub-grantees as required under funder rules and regulations, and approve the submission of sub-grantee’s billings and vouchers for payment.
* Prepare budgets for all public and private grant applications.
* Ensure the preparation and submission of all financial reports (quarterly, annually, etc.) for all public and private contracts, agreements and grants by deadline.
* Review monthly bank reconciliation of agency cash accounts and including petty cash reconciliation.
* Organize work and establish priorities within the department.
* Remain current on legal and regulatory changes which many affect the financial and administrative operations of the organization. Interprets implication of changes in local, state and federal regulation changes.
* Implement and update the Sarah’s Inn Financial Policies and Procedures Manual in coordination with the Executive Director, Grants Manager and the Finance & Operations Committee.

**Human Resources, Operations and Facility**

* Respond to employee inquiries regarding administrative and human resource policies and procedures, utilizing complete discretion and confidentiality. Report all employee problems, concerns and issues to the Executive Director in a timely manner.
* Provide effective and timely direction to the Executive Director and Leadership Team to ensure administrative and human resource policies and procedures are accurate and consistently enforced.
* Collaborate with the Executive Director and Leadership Team to ensure a performance evaluation system is in place annually and to ensure the salary and benefit compensation is competitive and reviewed/evaluated appropriately.
* Oversee the development and implementation of the Administrative and Human Resources Program manual with the Operations Manager, as needed.
* Oversee the agency’s human resources functions, developing strong HR policies and processes in alignment with current legal and regulatory requirements.
* Oversee employee benefits enrollment in collaboration with Operations Manager, and set-up final deductions in agency’s payroll system. (403b and FSA contribution plans, group insurance for medical, life and other voluntary coverage plans for employees.)
* Oversee the strategic planning, implementation, and performance of the agency’s diversity, equity and inclusion goals.
* Handle worker compensation claims with insurance carrier.

**Supervisory Responsibilities**

* Oversee the supervision, management and training of all Finance & Operations Staff.
* Meet regularly with staff to provide direction and coaching on job performance and skill development.
* Select and hire Finance and Operations staff necessary to achieve the organization’s mission and vision.
* Complete 90-day and annual performance evaluations with staff.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

* BA degree in Accounting or Business Administration.
* A minimum of 5 years of experience and knowledge of financial management and compliance with a strong working knowledge of Generally Accepted Accounting Policies.
* Minimum of 5 years of experience in management and supervision.
* Proficient in Sage accounting software and its applications preferred.
* Microsoft Office software proficiency required.

**Knowledge and Skills:**

* Excellent communication skills.
* Demonstrated skill in statistical data collection, analysis and report preparation.
* Knowledge of corporate, foundation and government funders, their application process and reporting requirements.
* Excellent organizational skills and attention to detail.
* Ability to prioritize and handle a variety of tasks and meet established deadlines.
* Knowledge of women’s, children and youth issues, specifically related to domestic violence, preferred.
* Ability to handle employee and client information with complete confidentiality.
* Ability to develop and maintain positive relationships with a wide variety of people including to but not limited to, board members, staff, volunteers, interns, government officials, community partners, donors, media.
* Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.

**Success Factors/Job Competencies:**

* Integrity& Ethics – models Organization’s Vision, Mission & Values
* Collaboration & Teamwork – embraces an inclusive workplace
* Innovation/Continuous Improvement – finds new and better ways of doing things
* Job Knowledge/Technical Expertise – demonstrates a clear understanding of and executes roles and responsibilities
* Time Management/Productivity – manages time and resources effectively
* Problem Solving/Decision Making – demonstrates proper judgment, problem solving and decision making
* Communication – effectively communicates
* Colleague Development - provides guidance, encouragement and feedback to subordinates for professional growth

**Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands*: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Performance Standards:**

* Annual performance evaluation
* Attainment of annual goals established between the Executive Director and the incumbent that are aligned with annual performance review, grant and funding requirements, Sarah’s Inn’s Strategic Plan and any board directives

Sarah’s Inn is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability.

**Approval/revision date:** September 2021

Sarah’s Inn’s Compensation Package Currently Includes:  BlueCross BlueShield Health Insurance for Individuals and Families (HMO and PPO Options Available); Disability and Life Insurance Policies; Voluntary Dental and Vision Insurance and Retirement Plan Available; 15 Days of Vacation and 10 Days of Sick Time Off Per Year

EOE/M/F/D/V

Interested Candidates should submit cover letter, resume and salary requirement to [employment@sarahsinn.org](about:blank) – Indicate “Applying Finance & Operations Director Position” in the Subject Line.