***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***

Looking for a great nonprofit organization with a strong community presence? You have found the right place at Sarah’s Inn. Work with an organization that prioritizes staff development and work-life balance. Join our team of caring, knowledgeable, and passionate professionals who are dedicated to the mission of ending domestic violence.

Sarah’s Inn offers competitive pay and benefits, including a flexible one-day per week remote work day, paid time off (25 days of vacation and sick time), 10 paid holidays per year, a Flexible Spending Account, a retirement plan, and robust health insurance plans (90% covered by the agency for individual coverage, 30% covered by agency for spouse/family coverage). The agency also provides a $35.00 monthly cell/tech reimbursement and mileage/parking reimbursement. 100% agency paid short-term and long-term disability and a $35,000 life insurance policy. Voluntary dental, vision and additional life insurance plans available.

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

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

**Salary:** $100,000 - $115,000

**Position Summary:** The Finance & Operations Director is responsible for the financial and operational management strategies for the agency, including direct responsibility for the agency’s accounting and finance, grants management, budget and forecasting, financial and operational compliance, and risk management. 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, and procurement. The Finance & Operations Director additionally supervises the Accounting Manager and Program Data Coordinator, and will be a valued member of the leadership team (Directors), Management Team (Administrative and Program Directors) and the Board of Directors’ Finance & Operations Committee.

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

* Manage and implement requirements of the agency’s governmental and private support; 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 Accounting Manager and program Directors to assure maximum utilization of all governmental contracts and private resources.
* Work with Accounting Manager to provide timely, accurate, and useful financial and management reporting for federal, state and local funders, foundations, and Sarah’s Inn’s Management and Board of Directors; prepare budgets for all public and private grant applications and reports with support from the Accounting Manager.
* Oversee and lead the annual budgeting process for the agency’s operating budget in collaboration with the Executive Director, Accounting Manager, and Leadership Team to ensure availability and sustainability of resources, and to maximize impact of public and private funding; present annual agency budget to Finance & Operations Committee for approval and presentation to the Board of Directors.
* Ensure legal and regulatory compliance regarding all financial functions.
* Remain current on nonprofit GAAP accounting, reporting and control best practices, including state and federal law regarding nonprofit financial operations.
* Coordinate funder monitoring audits and the agency’s annual audit, including A-133 single audit; prepare all necessary documentation.
* Oversee agency payroll processing twice monthly and reporting of tax and other benefits payments.
* Work with Operations Manager and Executive Director to manage and approve recommendations of vendors and contracts.
* Coordinate the monitoring and auditing of sub-grantees, in collaboration with Accounting Manager, as required under funder rules and regulations, and approve the submission of sub-grantee’s billings and vouchers for payment.
* Review monthly bank reconciliation of agency cash accounts and including petty cash reconciliation.
* Establish, maintain, and enforce the agency’s financial policies and procedures, and maintain appropriate internal controls.
* Lead a talented and dedicated finance and operations team, which includes the Accounting Manager, Operations Manager, and Program Data Coordinator.
* Collaborate closely with the agency’s Development team to monitor and provide assistance with fiscal management of private support.
* Develop annual strategic goals for the finance and operations department as it relates to the strategic plan or other internal plans.
* Implement and update the Sarah’s Inn Financial Policies and Procedures Manual in coordination with the Executive Director, Accounting Manager, and the Finance & Operations Committee.

**Grants Management:**

* Serve as the primary fiscal contact for funders and sub-recipients; understand specific grant requirements; communicate any contract updates; and ensure financial compliance on contract conditions and assurances.
* Coordinate and prepare all required governmental grant proposals and reports, and resolve accounting and reporting issues, as necessary.
* Serve as a liaison between program directors/supervisors to ensure accuracy and timeliness of funder reports, budgets, billing, and grant submissions.
* Assist with the grants and contract closeout procedures in accordance with the rules and regulations of the funders.
* Coordinate with the finance team and program staff, to ensure transactions are properly recorded and agree to the grant/contract agreement, while also ensuring sub-recipient/subcontract financial activities adhere to deliverable deadlines.
* Manage contractor agreements and ensure the terms and conditions of agreements are met and properly documented and properly documented and communicated.

**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.

**Supervisory Responsibilities**

* Supervise, manage and train the Accounting Manager, Operations Manager and the Program Data Coordinator.
* 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 Finance required. Certified Public Accountant (CPA) or Master of Business Administration (MBA) a plus.
* A minimum of 5 years of experience in nonprofit financial accounting and management required; and experience managing federal and state grants, including HUD and IDHS preferred.
* Experience with requirements of GAAP (3 – 5 years preferred); Schedule of Federal Awards (SEFA) and Illinois Grant Accountability and Transparency Consolidated Year-end Financial Report (GATA-CYEFR) experience preferred.
* Minimum of 5 years of experience in management and supervision.
* Proficient in accounting software and its applications preferred.
* Proficiency in Microsoft Excel software required.

**Knowledge and Skills:**

* Excellent communication skills.
* The incumbent must be highly skilled in dealing with financial and numeric data, with the ability to manage time according to changing priorities.
* The ability to manage multiple concurrent projects in a deadline-oriented environment is required.
* 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.

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. EOE/M/F/D/V

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

**Approval/revision date:** January 2024