

Job Description: Finance Director



Status: Full-time, non-exempt

Salary: \$80,000-95,000, depending on experience

Location: Home office, St. Paul, MN

Reports to: Chief Operating Officer (COO)

Position overview

The finance director is the lead financial position for the organization and is responsible for providing sound financial oversight, management, and leadership while promoting Esperanza United's objectives and goals. A key responsibility is to ensure all federal awards are accurately tracked and financial draws and reporting are completed as needed.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Financial oversight, management, and reporting
 - › Ensure the preparation of timely, financial information and reports for the President/CEO, the Chief Strategy and Impact Officer (CSO), the Chief Programs Officer (CPO), Program Managers/Directors, and the Board.
 - › Assess, develop, and implement internal control practices.
 - › Coordinate and complete the organization's annual budget process.
 - › Ensure timely reimbursement drawdowns from all state and federal funding sources.
 - › Coordinate and oversee the preparation of government and funder financial reporting.
 - › Review and update the organization's financial policies on an annual basis, ensuring compliance with federal guidelines.
 - › Understand and stay current on all relevant federal funding guidelines.
 - › Oversee month-end and year-end close processes.
 - › Monitor cash flow and balances.

- › Work closely with the organization's accountant(s) to coordinate bank reconciliations; credit card use and balances, and grant/contract billings.
- › Coordinate annual audit. Maintain a good working relationship with the audit firm.
- › Coordinate the organization's workers' compensation and liability insurance coverage, ensuring adequate coverage is consistently in place. Coordinate as needed with HR. Maintain good working relationships with the organization's banking representatives.
- › Prepare organizational/program budgets for grant proposals or contracts as needed.
- › Provide information and support to the leadership team and other lead staff in preparing program budgets, budget revisions, and developing budget management skills.
- › Plan for and implement appropriate modifications or upgrades to our financial processes and systems to achieve greater efficiency and ease in tracking, monitoring, and/or sharing information.
- Support the Chief Executive team
 - › Work with the COO to support the CEO's organizational goals.
 - › Work as a team with the COO to ensure the Finance Committee's needs are met and to liaise with the Board Treasurer as needed.
 - › Work with the COO and other executives to ensure the financial planning and coordination of the organization's programs and operations needs are met.
- Supervision
 - › Supervise accountant(s). Ensure all job functions are executed correctly and in a timely fashion.
 - › Establish and clearly communicate performance expectations and delegate effectively.
 - › Provide ongoing coaching, training, support, and an atmosphere for open communication
 - › Conduct timely performance and salary reviews.
 - › Provide backup for accountants' direct responsibilities, including semi-monthly payroll, accounts payable, accounts receivables, and cash receipts.
- Work plan and budget
 - › Develop an annual work plan.
 - › Develop and manage the department budget to ensure the financial viability of the work plan and effective utilization of financial resources.
- Teamwork environment
 - › Use team resources to effectively fulfill responsibilities and organizational goals.
 - › Help ensure focus on the organization's mission and goals.
 - › Advance agency strategy toward influencing the field of gender-based violence.

- › Promote cooperative efforts in effective communication, leading meetings, and decision-making.
- Other duties as assigned.

Qualifications

- Education and experience
 - › Minimum BA or BS in accounting or finance, CPA preferred.
 - › Minimum five years of financial management experience in a nonprofit organization.
 - › Minimum three years of recent experience managing multiple federal grants/contracts; experience with the US Department of Justice and/or Department of Health and Human Services preferred.
- Skills and abilities
 - › Complete familiarity with all aspects of AP, AR, payroll, and fringe benefits.
 - › Strong written, verbal, and interpersonal skills.
 - › Strong skills in Microsoft Office applications.
 - › Experience with QuickBooks Accounting system preferred. Experience with other financial operating systems a plus.
 - › Supervisory experience.
 - › Bilingual (Spanish/English) a plus.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

Travel requirements

Travel is not normally required for this position

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

Send your cover letter, resume, and salary expectations to humanresoures@esperanzaunited.org with the subject header, "Your Name Application – Finance Director." We will consider applications on a rolling basis, with priority for those submitted by December 1, 2022. However, applications will be accepted until the position is filled.