



Director of Finance Job Announcement

Applications Due: March 25, 2022

Start Date: April 14, 2022

POSITION SUMMARY:

API-GBV is seeking an experienced, professional, and hands-on Director of Finance, responsible to provide leadership, direction and management of the organization's fiscal affairs as they relate to finance/accounting, contract and grants management. This position requires a candidate with financial expertise in federal grant management and oversight and is responsible for coordinating across the organization to ensure smooth and timely grant and contract processing and reporting, budget development and monitoring, and ensuring compliance with funder requirements and applicable laws.

The ideal candidate will be adept at managing priorities and deadlines, experienced in non-profit management, have strong analytic and interpersonal skills, and can apply their expertise to build efficient and effective teams and systems to support organizational development and growth. The total organizational budget is close to \$10M annually. The Director of Finance will supervise the Accounting Manager and will report to the Executive Director.

This position is a full time (40 hours per week), exempt position. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US.

Role & Responsibilities:

Financial management and analysis 45%:

- Manage and direct process for developing grant budgets for funding proposals, working in close collaboration with Management Team
- Oversee approval of grant proposals, compliance review, process award letters, and grant reporting, ensuring compliance with applicable laws and best practices
- Supervise and review accounting to ensure proper allocation of expenses in compliance with grant restrictions, internal allocations and manage the annual grants financial closeout process
- Oversee and seek to improve the process and workflow by which grants and contracts are made, collaborate across the organization to ensure smooth and timely contract and grant processing
- Perform final compliance review on grants where applicable

- Develop and enhance systems for contracts and grants administration and tracking in order to streamline operations
- Perform financial analysis and maintain financial models to support business decisions
- Provide direction and oversight to Management Team in review of financial reports due on grants to funders
- Manage and oversee benefits as they correlate to finance and payroll, including workers compensation, retirement and investments in consultation with HR
- Stay current with all federal regulations, Uniform Guidance, procedures and legislation that will impact finance and accounting
- Revise and implement policies and procedures to ensure compliance with laws and regulations
- Develop and manage indirect cost rate proposals, monitor and conduct analysis and forecasting required for applications and/or reporting
- Conduct financial analysis and formulate recommendations on key financial issues, reports and statements for ED and Board
- Review monthly variance reports results with Management Team and Executive Director, serving as a resource,
- Develop consolidated FTE allocations for employees in conjunction with Management Team
- Provide customized financial reports and analysis to facilitate informed decision-making

Administrative (30%):

- Participate as part of Finance Committee, analyze and present financial data and formulate recommendations for improvements/efficiencies
- Present financial reports to Board of Directors including; annual audit, organizational budget, quarterly financial reports, etc.
- Develops financial policies, procedures and guidelines to ensure compliance with fiscal standards
- Implements work instructions to facilitate cross training across finance and accounting
- Advise Board of Directors on best fiscal practices and methodologies
- Foster a cohesive team based approach through transparent communications to staff, department meetings, maintain close collaboration with People Operations
- Work with financial consultants and external organizations and/or stakeholders on special funding projects and initiatives
- Ensure annual tax returns and other mandatory financial reports are submitted
- Maintain working relationships with external financial banking institutions, financial service providers and consultants
- Participate with Executive Director and Management Team in strategic planning, translating operational, programmatic and staffing plans into working budgets
- Assess effectiveness of financial and accounting systems periodically in order to ensure systems meet the demands of the organization

- Supervise accounting staff

Budget development and monitoring (20%):

- Manage and consolidate the annual organizational budget preparation process in collaboration with the Executive Director
- Develop individual grant budgets in collaboration with the Executive Director and supervise the maintenance of financial records for each project in a manner that facilitates reporting
- Manage budgeting process for programmatic initiatives
- Assist Board of Directors in determining proper projections for Board initiatives related to organizational budget goals, building up reserve funds, etc.

Audit (5%):

- Oversee annual financial audit and works with Accounting and auditor to ensure information is available and compliant with GAAP standards and regulations
- Manage workers compensation audit in collaboration with Accounting Manager
- Provide direction to Accounting Manager in preparation for annual audit
- Participate on Audit Committee and ensures channels of audit approval and presentation are followed
- Initiate and oversees audit tendering process, prepares recommendations for Audit Committee on auditing firm selection
- In conjunction with auditor, present annual financial audit to Board of Directors for approval
- Ensure appropriate internal controls are maintained for all financial and grant management functions
- Other duties as assigned

Education/Experience:

- 5-7 years of experience in a directorship capacity required with a minimum of 3 years non-profit experience
- Bachelor's degree in business, finance, or related field

Knowledge, Skills & Abilities

- Knowledge of U.S. federal grant administration and management in a non-profit agency
- Demonstrated ability to develop, implement, and manage business systems and processes, including expertise in financial analysis and budget development and monitoring
- A successful track-record in setting priorities, financial analysis, critical thinking, organizational and problem-solving skills enabling sound decision-making

- Excellent Excel skills
- Ability to translate financial concepts to effectively communicate and collaborate with the entire API-GBV team
- Flexible nature and ability to work under pressure and manage shifting priorities under competing deadlines
- Highest possible integrity and credibility
- Ability to lead and foster teamwork; strong leader and team-player with a proactive, service oriented attitude

Compensation: Starting salary \$103,927 per annum (based on 40 hrs per week/100% FTE). We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time.

Contact: Please send letter of interest, resume and the names and contact information of three (3) professional references in a **single PDF document** to HR@api-gbv.org by March 25, 2022.

Working Environment

API-GBV 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.

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.