

**Job Description
Director of Finance
Revised 01/12/2024**

Department: Administration

Reports to: Executive Director

Position Status 1.0 FTE, Exempt (40 hrs week)

Salary: \$95,000 to \$105,000

General Summary:

Reporting to and partnering with the Executive Director, the Director of Finance plays a critical role in developing and delivering William Temple House's overall strategy. As a member of the Leadership Team, they are responsible for all fiscal and fiduciary responsibilities of the organization in conjunction with the board of directors and the finance committee of the board. The Director is therefore both a big picture thinker and a doer who is able get things done accurately and on time.

Supervises and trains: Operations Manager on matters related to finance (payroll, and Accounts Payable)

Duties and Responsibilities:

Strategy

- As member of the Leadership Team, assess William Temple House's performance against the annual budget and long-term strategy. Develop tools and systems to provide critical financial information to the ED and make actionable recommendations for strategy and operations.
- Engage the board finance committee and leadership team around issues, trends and changes in William Temple House's operating model and operational delivery.
- Oversee the development of long-term budget planning in alignment with William Temple House's evolving strategy especially as we consider maximizing current revenue streams and creating new ones including government grants and insurance.

Finance

- Manage all financial reporting, analysis, cash flow forecasting and internal financial controls ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements and Office of Management and Budget audit requirements.
- Maintain internal controls and safeguards.
- Manage efficient, accurate flow and understanding of monthly financial statements and program budget updates to program leaders and board.

- Provide training/support of program leaders to assure effective program/budget decision-making and department budget preparation.
- Provide financial analysis tools to evaluate new ventures, special projects, programs, expenditures and other mission-related activities.
- Support grant/contract compliance and reporting.
- In coordination with the Executive Director, Operations Manager, and Department Directors create, manage, and administer the annual organizational budget.
- Supervise and train Operations Manager for QuickBooks data entry, bill payments, payroll, credit card reconciliations, etc.
- With the Executive Director, act as the liaison to the Board of Directors' Treasurer and Finance Committee, working closely with the board/committee to strengthen WTH's financial position.
- Coordinate vendor activities including interfacing with audit firm, payroll service, credit card companies, and other finance-related vendors.
- Work closely with Development Director, providing financials and budgets as needed for grant applications and grant reporting.
- Liaison with and management of Diocese Investment funds (Board Designated & Permanent Endowment - DIF & SRIF) working closely with Finance Committee and at their direction.
- Work closely with the leadership team to maintain a collaborative, committed team culture.
- Work closely with Executive Director in the development and evaluation of various compensation and benefit programs for staff.
 - In collaboration with the Leadership Team, help lead diversity, equity, and inclusion planning and implementation.

Human Resources

- Manage following employment systems: payroll and 401k retirement plan.

Qualifications & Skills:

The Finance Director will be a seasoned and mature leader with at least 10 years of broad finance experience. (Diversity in lived experience is important to the health of our team therefore equivalencies will be actively considered)

- Minimum of a Bachelor's Degree in Accounting; CPA and/or MBA preferred.
- Minimum 10 years progressive experience managing accounting, finance and daily operations of a business, nonprofit, or foundation.
- Proficiency in non-profit accounting, specifically restricted funds required
- Knowledge of and proficiency in QuickBooks Desktop required, solid record of project management and goal attainment, working across groups and teams of paid professionals and/or volunteers.
- Experience with annual audits by CPA firms and IRS 990 reporting preferred. Knowledge of and proficiency in Microsoft Office Suite (especially Excel) and other information/data systems required. Experience with Donor Perfect, TheraNest, and Thriftcart systems is a bonus; ability to quickly master new technologies required.

- Knowledge of forecasting, budgeting and Generally Accepted Accounting Principles (GAAP).
- Experience in insurance processing and billing is strongly preferred.

Successful candidates will have:

- Drive and motivation to excel in an operational support role in a collaborative environment.
- A big picture thinker who is also task-oriented and able to roll up their sleeves and get things done.
- Personal qualities of integrity, credibility, and unwavering commitment to WTH's mission.
- Strong business writing, organizational and administrative skills; experience in effectively communicating key data, including presentations to leadership, board or other outside partners.
- Professional, polished and enthusiastic demeanor in person and on telephone.
- Excellent interpersonal skills and ability to collaborate with other departments, with donors, colleagues, and community/business partners.
- Proven commitment to DEI and ability to operationalize DEI concepts within plans, policies and procedures.

Work Environment

- This position works directly with volunteers, employees, contractors, donors, vendors, and a diverse group of stakeholders.
- William Temple House is a diverse, inclusive, and equitable organization where all employees, volunteers, and clients, whatever their gender identity, race, ethnicity, national origin, age, sexual orientation or identity, education, disability, or socioeconomic status, are valued and respected.
- William Temple House is located in an historic building and may experience fluctuations in hot and cold, dust, and other irritants.

Physical Demands

- While performing the duties of this job, the employee is required to use hands to handle or feel objects, tools or controls; talk; and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sit for prolonged periods and work in front of a computer monitor.