

Director of Finance and Administration

NFCC is a 501(c) 3 nonprofit organization whose mission is to help ease hardship & foster financial stability in our community.

Job Summary: The Director of Finance and Administration is responsible for all Finance/Accounting and Human Resources administration at NFCC. This position reports to the Executive Director of NFCC and works closely with the other Directors to achieve NFCC's mission. The role requires creating and implementing all policies and procedures related to financial recording and reporting, and creating and maintaining business process documents that support all Finance and Accounting processes.

Full Time / Salaried employees receive benefits on the 1st day of the month following working 30 days. Benefits include: Medical, dental and vision insurance. We also offer a 403b retirement plan that has employer matching and Paid Time Off. Short and Long Term insurance and life insurance are employer provided.

All qualified candidates are asked to send resume and salary requirements to Suzanne Brown at sbrown@nfcchelp.org.

Job Responsibilities:

Finance and Accounting:

- In collaboration with the Executive Director and the Board of Directors, create and implement the finance and accounting strategic plan for NFCC.
- Create and implement processes and procedures that support and monitor the financial integrity of the organization.
- Plan, monitor and report the financial performance of the organization to all stakeholders.
- Develop and manage financial controls in accordance with GAAP and the company's internal procedures.
- Ensure all annual regulatory filings are completed and up to date.
- Develop fiscal and calendar year end reporting.
- Coordinate annual audit process and response with external accounting firm.
- Coordinate the annual budgeting process with each director ensuring the financial objectives of the agency are being met.
- Present the annual budget to the board for approval.
- Perform budget analysis each month and guide the organization where needed to achieve the overall approved budget.
- Purchase goods and services for the organization's use.
- Participate in the companies Budget and Finance Committee process.
- Ensure journal entries and monthly account reconciliation is completed.
- Monitor cash balances in various bank accounts and transfer funds as required.
- Ensure that the organization remains PCI compliant with all payment card vendors.
- Process semi-monthly and bonus payroll, record appropriate journal entries.
- Participate in 403B processing activities as it relates to the payroll process.
- Participate in the employee benefits process as it relates to Payroll Deductions.

- Oversee 1098 and 1099 year-end tax filing.
- Manage annual insurance policy renewals such as workers compensation, general liability, health insurance, etc.
- Oversee and manage vendor contracts to ensure NFCC is getting a competitive price for goods and services.
- Maintain the organizations record retention policy and the proper destruction of any stored records.
- Create and manage finance and accounting related Salesforce business processes and help define data strategies.
- Works with volunteers and at NFCC events as needed.

Human Resources:

- Directs and provides leadership and management of the daily operation in the Human Resources department.
- Assists in creating and implementing the organization's Human Resources strategic plan and oversee the creation and implementation of all human resources procedures.
- Collaborate with the Executive Director and the Board of Directors on significant employee policies.
- Directing the employee's recruiting, hiring, onboarding, employee data, total rewards, employee performance, employee relations, workforce development, internal communications, health and safety, and off boarding.
- Works closely with outside vendors such as Paychex on ensuring that all contractual obligations are met.
- Work with Healthcare Broker on annual insurance rates.
- Ensure the compensation plan remains compliant and competitive.
- Work with the Executive Director and the Human Resources Manager on the annual performance and merit increase process.
- Manage the 403b employee retirement plan as a sponsor. This includes updating existing employees' plan information and coordinating annual 403b reporting processes as required.
- Work with 403b plan providers as required ensuring employee data is updated and correct.
- Process payroll for employees and contract employees via the Paychex employee portal.
- Ensure all Human Resource and Payroll regulations are followed.
- Manage paid time off (PTO) reporting within Paychex application.
- Validate and record payroll journal entries.
- Oversee the company annual employee benefit enrollment process.
- Train, and supervise direct reports, including hiring, onboarding, performance management, employee relations, and workforce development.

Education and Experience:

- Bachelor's degree in finance and accounting or other relevant field.
- 7+ years' experience in finance and accounting, human services, business administration, or other relevant experience.
- 5-10 years of management experience.
- CPA preferred or related experience in public accounting a plus.

Job Requirements:

- Ability to create annual strategic plans for finance and accounting.
- Strong Business and Analytical Acumen.
- Experience with accounting related software such as Oracle, QuickBooks or other platforms.
- Experience with non-profit GAAP accounting rules including grant recording.
- Experience with Human Resources management.
- Experience with CRM tools such as Salesforce.
- Experience using Payroll systems.
- Strong leadership and interpersonal skills.
- Criminal background check clearance.
- Negative drug test screening.

Job Competencies:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products, and services.; Continually works to improve supervisory skills.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts

success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Must be able to work in an office environment, sit up to 8 hours, lift, push or pull up to 10lbs.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EEO Statement: NFCC is an Equal Opportunity Employer, NFCC does not discriminate based on race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disabilities, national origin, veteran status, or any other basis protected by the law. All employment is decided based on qualifications, merit, and business need.