

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 oversight of the Human Resources administration and Information Technology departments at NFCC. This position reports to the Executive Director of NFCC and works closely with the other Department Directors and the Board of Directors to achieve NFCC's mission.

The role requires strong leadership, project management and presentation skills. The position will be responsible for the creation of and implementation of all policies and procedures relating to financial recording and reporting, and creating and maintaining business process documents that support all Finance, Accounting, Human Resources and IT 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.
- Work with volunteers and at NFCC events as needed.

Oversight of Human Resources which includes:

- Direct and provide leadership and management of the daily operation in the Human Resources department.
- Assist 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.
- Direct the employee's recruiting, hiring, onboarding, employee data, total rewards, employee performance, employee relations, workforce development, internal communications, health and safety, and off boarding.
- Work 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.

Oversight of Information Technology which includes:

- Develop short and long term strategies to ensure NFCC technology platform is safe, secure and reliable.
- Implement and train in the use of software tools such as Salesforce and other NFCC systems.
- Create and maintain system roadmaps for NFCC systems including process mapping.
- Support the software development life cycle at NFCC.
- Research technology solution that match NFCC needs.
- Manage software contracts and vendors.
- Develop and maintain a data security plan including maintaining multi factor authentication.

- Lead IT projects as needed to achieve NFCC's mission.
- Train and supervise employees in areas such as performance management, workforce development and support positive employee relations culture.

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.
- 3-5 years of Project Management experience.
- CPA preferred or related experience in public accounting a plus.

Job Requirements:

- Ability to create annual strategic plans for Finance and Accounting, Human Resources and IT.
- 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.
- Strong project management experience.
- Criminal background check clearance.
- Negative drug test screening.

Job Competencies:

- **Analytical** - Synthesize complex or diverse information; Collect and researches data; Use intuition and experience to complement data; Design workflows and procedures.
- **Business Acumen** - Understand business implications of decisions; Display orientation to profitability; Demonstrate knowledge of market and competition; Align work with strategic goals.
- **Change Management** - Develop workable implementation plans; Communicate changes effectively; Build commitment and overcomes resistance; Prepare and support those affected by change; Monitor transition and evaluates results.
- **Cost Consciousness** - Work within approved budget; Develop and implement cost saving measures; Contribute to profits and revenue; Conserve organizational resources.
- **Judgement** - Display willingness to make decisions; Exhibit sound and accurate judgment; Support and explain reasoning for decisions; Include appropriate people in decision-making process; Makes timely decisions.
- **Leadership** - Exhibit confidence in self and others; Inspire and motivate others to perform well; effectively influences actions and opinions of others; Accept feedback from others; Give appropriate recognition to others.
- **Managing People** - Include staff in planning, decision-making, facilitating and process improvement; Take responsibility for subordinates' activities; Make self-available to staff; Provide regular performance feedback; Develop subordinates' skills and encourages growth; Solicit and applies customer feedback (internal and external); Foster quality focus in others; Improve processes, products, and services.; Continually works to improve supervisory skills.

- **Planning/Organizing** - Prioritize and plans work activities; Use time efficiently; Plan for additional resources; Set goals and objectives; Organize or schedule other people and their tasks; Develop realistic action plans.
- **Problem Solving** - Identify and resolves problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well in group problem solving situations; Use reason even when dealing with emotional topics.
- **Professionalism** - Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follows through on commitments.
- **Teamwork** - Balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Gives and welcomes feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; Support 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.