



Director of Finance

Job Title:	Director of Finance
Reports To:	Chief Executive Officer
FLSA Status:	Exempt
Employment Status:	Full-time
Salary Range:	\$65,000 - \$80,000, depending on experience

Organization

Grandma's House of Hope (GHH) empowers the invisible populations of Orange County by targeting those who truly slip between the cracks of other programs. Founded in 2004, GHH fills gaps in basic needs by providing housing, food, workforce development and enrichment activities to Orange County's most vulnerable, underserved and socio-economically disadvantaged women, men and families. We focus on serving those who are ineligible for, or who have significant difficulty accessing, other organizations' services. We house, feed and support individuals and families living in extreme poverty and facing seemingly insurmountable barriers, including human trafficking, domestic violence, life-threatening illnesses and severe mental health disabilities. Our three programs—GHH Rescued and Restored Housing Program, Nana's Kidz and HopeWorks—serve nearly 4,000 people each year. In our work, we value love and compassion, respect and acceptance, and honesty and integrity. Every day we work toward the realization of our vision: a thriving, supportive community full of caring and productive individuals where everyone has a safe place to call home.

Position

Reporting to the Founder/Chief Executive Officer (CEO), the Director of Finance will serve on GHH's senior management team; supervise a Bookkeeper and any other Finance department staff, interns and volunteers; and oversee day-to-day finance and accounting activities, including daily deposits, journal entries, accounts payable, accounts receivable, payment processing, bank and credit card reconciliations, record-keeping for all donations and donor receipts for tax deductions. The Director of Finance will implement and maintain strong internal financial and accounting controls and procedures; lead annual budgeting, monthly forecasting, preparation of cash flow projections and financial reporting; collaborate with the Director of Operations to ensure contract compliance and timely and accurate contract reporting and payroll processing; prepare for annual audits and tax returns; and develop and present monthly financial reports to GHH's CEO and Board of Directors.

Duties and Responsibilities

- Provide leadership in the design, implementation and analysis of a well-established and thriving nonprofit's overall financial and accounting planning and practices
- Make and implement recommendations to improve GHH's financial operations and overall health
- Oversee and monitor Finance team's performance of day-to-day financial activities for GHH, including accounts payable and receivable, daily deposits, cash flow monitoring, ledgers, cash and in-kind donation processing and recording, bank reconciliations and financial forecasting using QuickBooks Pro Non-Profit Edition software
- Monitor, oversee, process and record payroll using ADP
- Develop annual budgets for overall organization and individual programs, monitor compliance with the budget and prepare monthly variance reports for the CEO, senior management team and Board

- Lead annual budgeting for the organization
- Prepare monthly financial forecasts, cash flow projections and financial statements for GHH's CEO, senior management team and Board
- Ensure financial compliance with grant, contractual and legal requirements
- Prepare and submit accurate and timely financial reports to local, state and federal government and institutional funders
- Maintain, update and monitor compliance with financial protocols and internal controls
- Demonstrate flexibility and resourcefulness in responding to financial requests from CEO, senior management team and Board, accomplishing assigned tasks and meeting organizational goals
- Effectively communicate financial information, particularly to CEO, senior management team and Board members
- Manage investments
- Prepare for audit and respond to auditor's needs and requests for information
- Hire, train, support and supervise Finance department staff, as needed and approved, and manage interns and volunteers within the Finance department
- Actively contribute to a positive and productive work culture
- Perform other duties as assigned

Qualifications

Education: The Director of Finance must have a Bachelor's degree in accounting, business, management or finance. A Master's degree in finance or business administration is preferred.

Experience: The Director of Finance must have at least five years of financial management and accounting experience (ideally in the nonprofit sector), with the proven capacity to be detail-oriented in performing and overseeing financial tasks, analytical in evaluating financial performance, proactive in strengthening financial and organizational operations, and skillful in supervising staff, interns and volunteers.

Desired Qualifications: The Director of Finance should possess excellent communication and interpersonal skills and be enthusiastic about GHH's mission. The Director should be a self-starter, skilled at prioritization and able to independently accomplish all financial responsibilities. The Director also should be intuitive, adaptive, flexible and resourceful in meeting the finance-related needs of the CEO, senior management team and Board members and responding to issues that arise. The Director must possess personal qualities of integrity, credibility, trustworthiness and diligence. Strong QuickBooks Pro experience, especially related to reporting, solid ADP experience, and intermediate to advanced Excel skills are greatly preferred. The Director should have experience with organizational and program-specific budget preparation, variance monitoring and analysis, donor-restricted funds, large government contracts, financial reporting and audits.

Supervisory Responsibilities: The Director of Finance will be responsible for supervising a Bookkeeper and any other Finance department staff, interns and volunteers.

Confidential Information: The Director of Finance will have access to financial data, proprietary program design and intellectual property and, therefore, must pay particular attention to organizational confidentiality and abiding privacy laws.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand and walk. The employee is frequently required to use hands to keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include

close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Work Environment: The noise level in the work environment is usually moderate. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.