



Position: Finance Director
Reports to: Executive Director
Hours: Full-time, 40 hrs. Week
Classification: Regular, Exempt
Reviewed: August 2021

CFH serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire and retain staff who reflect the diverse client population we are serving. CFH is an equal opportunity / affirmative action employer.

ABOUT CFH

CFH is a secular 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with phenomenal partnerships and support from King County's Eastside community, CFH serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including 125,000 meals. CFH is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission.

Our core values are relationship, community, empowerment, dignity and respect. These values embody the CFH mission: to partner with men & the community to create a path from homelessness to stable living.

OVERVIEW OF POSITION

The Finance Director reports to the Executive Director and is responsible for all financial management functions of a \$5 to \$6 million-dollar organization with approximately 50 staff and seven unique programs. Responsibilities include: accounting, billing, payroll, financial analysis, financial reporting, investment planning, budgeting process/forecasting, and compliance with organizational-related requirements. Management of capital campaign contributions and real estate development payments will be also be expected of this role as CFH I completes construction of its new permanent facility. Schedule is flexible with occasional remote work possible.

In addition to the key responsibilities, the individual must demonstrate the identified leadership and management abilities, adapt quickly to a wide variety of situations, and exhibit strong communication, problem solving, time and project management skills. The person who will succeed in this position is committed to supporting and modeling the CFH values through their actions and expectations of others.

KEY RESPONSIBILITIES

Budgets

Develops and coordinates the annual budgeting process toward a timely presentation to the Board for approval

Provides budget forecasting reports throughout the year to inform decision making

In collaboration with other staff, develops program budgets for submission to potential/current funders

Accounts Payable/Receivables/Cash Management

Conducts:

- All payables activities including check writing, electronic payments, ACH, wire transfers
- Receivable/rent payment activities from housing programs
- The receipt and tracking of general and Capital Campaign donations
- The receipts and payments associated with new construction
- Credit Card statement reconciliation
- Debit Card receipt management

Monitors and manage cash balances to meet CFH's operating needs

Monitors reserve balances and prepares recommendations for adjustments

Ensures cash investments conform with CFH policy; bring forward recommendations for adjustments

Payroll

Calculates and processes bi-weekly payroll

Accurately calculates and reviews all employee benefit premiums and ensures payroll deductions are correctly deducted

Calculates and distributes the quarterly payroll reconciliations

Helps all employees with revising or troubleshooting any shift hour issues

General Ledger/Reporting

Maintains the general ledger and chart of accounts

Ensures timely recording of transactions into the general ledger in accordance with generally accepted accounting principles

Ensures accurate and timely reporting of all monthly financials, working with the Board Treasurer

Provides timely financial reports and budgets to support grant applications and compliance reporting

Compliance/Governance

Maintains established internal controls; proposes adjustments to policies as needed

Ensures compliance with federal, state, and local government reporting requirements and tax filings (including 940, 941, ESC, L&I and B&O taxes)

Bi-annual review of Accounting Policy Manual and Accounting Procedures Manual to make sure CFH is following best practices. Suggests changes to Finance Committee.

Maintains and organizes all financial and organizational records in compliance with the CFH's record retention policy

Keeps informed of new GAAP requirements that might affect CFH and recommends changes to Executive Director and Finance Committee

Works with Treasurer/Audit Committee and external auditors to complete annual audit, including preparation of audit schedules, compiling documents for review and responding to requests from auditors

Assist the outside accountant with the preparation of the annual 990, working through the approval process with the Finance Committee and Board of Directors

Serves as staff liaison to the Finance Committee and attends its monthly meeting to present monthly financial reports. Prepare and presents financial report narrative for Board of Directors.

Other

Collaborates with the other staff to support overall department goals and objectives

Reconciles bank statements and investment account statements on a monthly basis and other balance sheet accounts as often as necessary but at least annually

Advises staff regarding the handling of non-routine reporting transactions

Participates in and advises on contract negotiations (i.e., third party vendors, leases, government contracts, property/liability insurance)

EDUCATION AND EXPERIENCE

- BA/BS in business or accounting. 8+ years' work experience in the accounting field. Preferred 5+ years' experience in non-profit environment.
- Intermediate to advanced proficiency in QuickBooks Pro (or similar), proficiency in MS Word, Excel, and Outlook required.
- ADP Run (or similar) payroll service
- Experience communicating and working effectively with individuals from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientations
- Experience directing service delivery by establishing clear expectations, developing a manageable workload to accomplish those expectations and empowering others to work and solve problems on their own
- Experience providing financial inputs for grant proposals preferred

KNOWLEDGE, SKILLS, AND ABILITIES

Ideal candidates must:

- Demonstrate excellent organizational skills, accuracy and attention to detail
- Exercise sound decision making, independent judgment and discretion in the absence of supervision
- Adjust to circumstances, anticipate and adapt to change, initiate actions and think creatively to solve problems efficiently and effectively
- Think outside the box, possesses creativity and ingenuity
- Possess the ability to navigate multiple projects and priorities
- Remain calm and professional when faced with difficult situations and emergencies
- Maintain a high level of energy, perseverance, and positivity
- Exemplify excellent interpersonal skills and high ethical standards
- Identify and resolve interpersonal conflicts with respect, tact and diplomacy
- Listen to others, process information, and communicate effectively
- Commit to the development of others through cultivating individual talents, successfully motivating, coaching, recognition and delegation
- Develop and manage complex budgets with multiple funding sources and compliance requirements
- Maintain an aptitude with technology necessary for successful day-to-day functioning in business environment including various databases, Microsoft Office Suite including Word, Excel, Outlook, etc., and Internet technology
- Read, write, and communicate in English

CERTIFICATES, LICENSES & REGISTRATIONS

Washington driver's license and insurable driving record required.

PHYSICAL DEMANDS

- Physical ability to sit, walk, and/or stand for prolonged periods of time.
- Ability to stand, stoop, bend, grasp, and/or hold work located at the office or other locations as needed.
- Prolonged periods of sitting at a desk and working on a computer.
- Requires individual is able to safely lift and carry at least 35 lbs. and must occasionally lift/carry push up to 45 pounds.
- Individual must also have the use of all senses, to include, but not limited to sight, hearing, smell, and taste.
- Must be able to access and navigate each department at the agency's facilities.

Note re: COVID-19: CFH follows the most current health and safety guidelines provided by King County Public Health and the CDC. This position is required to wear personal protective equipment at all times while on site and may be exposed to people who may have the COVID-19 virus.

SUBMISSION: A summary of qualifications/resume limited to two pages and a cover letter including a personal statement expressing how the mission of CFH and this position aligns with your personal and professional goals.

Please email information to humanresources@cfhomeless.org

SALARY & BENEFITS:

- Annual Salary Range:
- Regular employees who work at least twenty hours per week are eligible for prorated benefits including medical and dental insurance at a reduced cost to the employee, paid time off, cell phone stipend, holidays and employer matched retirement.
- Flexible work schedule as approved by supervisor and based on specific position requirements.

CFH does not discriminate on the basis of race, religion, color, age, genetic information, sensory, mental or physical handicap, national origin, gender, sexual orientation, gender identity, gender expression, marital status, familial status, parental status, citizenship status, pregnancy, veteran status, political ideology or any other basis protected by applicable law.

TIMELINE:

Applications will be considered on an ongoing basis; position open until filled.