POSITION ANNOUNCEMENT
FINANCE DIRECTOR
WHO WE ARE

Vision/ Mission:
LifeWire supports survivors of domestic violence on their path towards safety, stability, and healing. We work to end domestic violence by changing community beliefs, attitudes, and behaviors. Domestic violence is a human rights issue. LifeWire envisions a community in which every person lives in a safe environment, free from oppression and with the opportunity to thrive.

About LifeWire:
Everyone deserves to live free from fear and violence. From a safe home, each of us can work, learn, play, and fully contribute to our community. At LifeWire, we help adults, children, and youth impacted by domestic violence build safer and healthier lives by offering support, resources, and professional services. And we work with youth and young adults to develop healthy foundations early in life, preventing future violence.

What we Do:
- We support survivors
- We provide paths to safer housing
- We promote healthy relationships

LifeWire is an equal opportunity/affirmative action employer.

Survivors of domestic violence and BIPOC individuals are encouraged to apply.
LifeWire’s Finance Director provides strategic leadership by working with the Executive Management Team to establish long-range financial goals and strategies. Directs the full range of financial activities to include audit coordination and response. Manages the accounting function and team. Provides the highest level of professional experience and independent judgment to complex tasks.
KEY RESPONSIBILITIES:

• Provide leadership and management to the accounting staff in support of LifeWire’s general accounting functions (e.g. payroll, accounts receivable, accounts payable, banking).

• Manage development and implementation of agency policies, procedures, internal controls, and systems to improve the overall operation and effectiveness of the Finance department.

• Provide and present timely and accurate analysis of budgets, financial reports, and financial trends to assist the Executive Director, the Board, finance committee and senior staff in performing their responsibilities for both operations and capital projects.

• Oversee the development of the agency annual budget for presentation to Executive Director and develop tools to facilitate day-to-day monitoring of the budget. Oversee annual audit, other compliance reporting, and financial controls.

• Develop budgets for public funding applications and grants in collaboration with the executive team.

• Prepare cash flow projections for operating funds; oversee cash management processes in compliance with investment policy.

• Responsible for oversight of financial statements in accordance with GAAP standards; primary contact for external auditors.

• Develop annual and multi-year financial projections for capital replacements and repairs; oversee risk management program; oversee and implement Technology Plan.

• Provide leadership, management, and vision necessary to ensure that the agency has systems in place that ensure the proper operational controls, administrative and reporting procedures.

• Advise on long range planning and provide strategic financial input and leadership on decision making issues affecting the organization.

• Foster a work environment of trust and transparency and champion LifeWire’s racial equity work and values.
QUALIFICATIONS:

• Bachelor’s degree in accounting and 5 years related senior leadership experience; or equivalent combination of education and experience. CPA and prior experience with non-profit highly preferred.

• Experience leading a team and directing financial matters, preferably for non-profit environments.

• Commitment to fostering an inclusive workplace where diversity and individual differences are valued and supported to achieve the mission of the organization.

• High ethical standards and an excellent track record

• Sound technical skills, analytical ability, good judgment, and strong operational focus.

• A well-organized and self-directed leader who is a team player.

• Excellent communication skills - can relate to people throughout the organization.

• Skill in making effective and persuasive presentations on complex topics to the Board.

• Excellent organizational skills, accuracy and attention to detail required.

• Excellent computer skills, particularly with Excel and financial management tools.

• Experience and willingness to work with a culturally diverse team.

• Access to reliable transportation and valid Washington State driver’s license.

• Demonstrated skill to organize self and others in an efficient, diplomatic and effective manner.

• Attend work regularly, including scheduled work time outside of typical office hours.
TO APPLY:
Please submit a resume and a cover letter to search@loveallprice.com, with LifeWire Finance Director in the subject line. Candidates selected for interview will be asked for references.

REMOTE FLEXIBILITY:
LifeWire is still mostly working remotely. When we return to “normal,” we plan to allow flexible arrangements that will meet the needs of survivors while still allowing employees who would prefer to work from home to do so a few days per week.

COMPENSATION AND BENEFITS:
LifeWire’s generous compensation package includes:

• 105,000 - 110,000 Annual Salary
• Regular, Exempt position
• 100% of employee premiums for excellent health, vision and dental plans, including a Health Savings Account alternative
• 401K with 2% employer retirement contributions after 1st-year employment
• Employer-paid short-term disability and group life insurance coverage
• 24 days of Paid Time Off, rising to 30 days of PTO after five years and 36 days of PTO after ten years
• Ten paid holidays, plus two floating holidays
• Flexible schedules and remote-work arrangements