



Finance Director

Full Time

Hayward, CA

*“linking people and resources”*

### **Mission**

Eden I&R envisions a community empowered with information and connected to resources, so that all people obtain health, happiness, hope, and improved livelihoods. The agency’s largest program is 211 Alameda County, the 24/7 multilingual phone line that provides resource information to individuals and families from throughout the county. With an annual budget of close to \$3 million and 34 employees, Eden I&R is a medium-size nonprofit organization that has seen financial growth the past few years.

### **Summary**

The ideal leader is one who can provide education and training to staff and the agency’s Board in the areas of understanding financial processes, compliance and upholding their fiduciary responsibilities. The Director will ensure that financial statements are produced in accordance with Generally Accepted Accounting Principles (GAAP). We are seeking a leader who applies our organizational values and equity and inclusion principles to create effective processes and structures; develops and implements systems in manners that provide for equity and fair treatment. Eden I&R is a rapidly growing organization and this position will lead a re-designed and staffed-up Finance Department. The Finance Director is a member of the leadership team and reports to the Executive Director.

## **Responsibilities include but not limited to the following:**

- Lead day-to-day finance operations including providing overall financial oversight and monitoring.
- Oversee and manage the finance and accounting department which includes direct supervision of an Accounting Manager, as needed Accounting Contractor(s), and a Bookkeeper; provide back-up when needed.
- Oversee implementation of sound fiscal management practices and internal controls, oversight and revisions to personnel allocations to accurately reflect program work, and develop systems and processes for financial tracking of restricted grants.
- Work closely with program and development teams with regular meetings on all grant reporting and invoicing; ensuring that expenditures are consistently aligned with grant and program budgets throughout the grant period.
- Produce and analyze monthly, quarterly, and annual financial reports as well as presenting financial reports in an accurate, clear and timely manner to the Executive Director and Board as needed.
- Ensure the organization has the fiscal systems and procedures in place to support the mission.
- Continuously collaborate with the Executive Director to establish finance and administrative systems to support program operations.
- Work closely with the leadership team and their staff to educate them about finance and accounting procedures and systems adaptations that may be needed, particularly related to grants, and explore how the finance function can support program operations.
- Oversee and lead the annual budgeting and planning process in conjunction with the leadership team; administer and review financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate and make recommendations for future budgeting to better meet program needs.
- Oversee the annual audit and tax return preparation processes, liaise with independent external auditors and the finance committee of the Board of Directors; assess and implement any changes necessary.
- Manage the Agency's 401k plan and other annual filings.

### General Business Management

- Prepare and file multiple government contractual forms and reports.
- Assist other management staff in researching and monitoring agency compliance with applicable regulations (e.g., tax-exempt status, A-133)
- In collaboration with other management staff, maintain inventory control of equipment, office furniture, and other fixed agency assets for the purpose of tracking depreciation.

### Board Liaison

- Prepare financial statements and a finance update for inclusion in board packets.
- Attend and participate in quarterly board meetings.
- Prepare financial statements in advance of and lead monthly Finance Committee meetings.
- Follow up on Board requests for regular or special projects.

### Other

- As a member of the agency's Leadership Team, assist the Executive Director with the overall planning and development of the Agency. This may include strategic planning, providing data analysis to assist with informed decision making, conducting research into financial best practices and providing guidance/research into Eden I&R's investments.
- Other duties as assigned.

### **Requirements:**

- Bachelor's Degree and/or Master's Degree from an accredited college or university in business accounting, public administration or related degree required.
- Minimum five years finance management and supervisory experience in progressively responsible positions within a nonprofit.
- Knowledge of requirements for 501c (3) organizations and all levels of federal, state and local government contracting.
- Knowledge of GAAP, non-profit accounting standards & OMB circular A-122

- Advanced skills in Excel and proficient knowledge of Microsoft Office; in depth knowledge of QuickBooks accounting software
- Possess analytical and critical thinking skills
- Excellent organizational and time management skills and attention to detail
- Good verbal and written communications skills
- Ability to work effectively with diverse colleagues and stakeholders
- Excellent problem-solving skills
- Team player
- Demonstrated capabilities in the areas defined in the job description

### **Compensation**

Competitive compensation package commensurate with experience includes medical, dental, 401(k) and other benefits. Salary range is \$94,000. - \$99,000. The Agency is open to considering a 32 hour/week schedule within this range for the right candidate.

### **Location**

Flexible schedule available. This position is currently 100% remote but ideally, candidate will be able to work some form of a hybrid remote and in-office schedule starting in the Fall. Must be able to work in person, when needed. Eden I&R is conveniently located one block from the Hayward BART station.

### **To Apply**

Please send your resume and cover letter to Stacy Nelson & Associates-Leadership Search Partners at [stacyn@stacy-nelson-and-associates.com](mailto:stacyn@stacy-nelson-and-associates.com).

***Eden I&R is an equal opportunity employer***