

NEWS

Domestic Violence and Sexual Abuse Services Job Announcement

Title: Director of Finance

Hours: 3 days per week, flexible schedule

45,000 to 50,000 depending on experience

Benefits: Health, sick and vacation, prorated.

NEWS, which was founded in 1981, is dedicated to providing safety, hope, healing and empowerment for survivors of domestic and sexual abuse. Equally, **NEWS** is committed to promoting safe communities and social change through prevention, intervention, education, and advocacy throughout Napa County. All services are available in English and Spanish. **NEWS** serves clients with immediate needs including 24 hour help line, immediate response team, confidential shelter, and legal advocacy. Ongoing programs include services for children who have been exposed to domestic violence, school and community prevention programs, housing and self-sufficiency services, and intensive case management for survivors who have co-occurring domestic violence, substance abuse and/or mental health conditions. Sexual assault advocates provide support and accompaniment throughout the criminal justice process. Support groups are available in both English and Spanish and are free of charge.

Position Overview

NEWS is seeking a highly skilled, fiscal leader to manage the financial operations of a fast paced and thriving, progressive nonprofit organization with a budget of approximately \$2 million and multiple funding sources. Reporting to the Executive Director, this position oversees all financial functions of the organization and manages the day to day operations of the Finance Department, including fiscal grant reporting and compliance, internal control policies and procedures, financial reports and cost allocations.

Primary Job Responsibilities

Financial Management:

1. Leads the development and monitoring of annual organizational and department budgets, allocations and financial forecasts.
2. Generates master grant allocation worksheet in accordance with government funding sources, and foundations.
3. Monitors cash flow and maintain monthly report.
4. Ensures timeliness, accuracy and usefulness of financial reporting including grant and contract related filing requirements and invoicing.
5. Oversees all grant and contract fiscal compliance, including documentation, fiscal report deadlines, and timelines of invoices and monthly financials.
6. Monitors fiscal compliance with funders, foundations and earned revenue.
7. Directs benefit, taxes, retirement and insurance plans.

8. Work with the Executive Director to manage annual audits and proper filing of tax returns.

9. Prepares reports related to human resource administration employee benefits and execute transactions of retirement and tax deferred flexible spending account deposits.

13. Develops and maintain fiscal record, accounting policies and procedures and fiscal reporting systems.

Other Areas of Responsibility

1. Participate in Executive Management Team and other management team meetings.

2. Provide strategic support in regards to budget planning and grants management to improve finance and HR operations systems.

REQUIREMENTS

Requires a financial or business master's degree or a minimum of 5 years of relevant experience with:

Preparing financial statements

Managing compliance with state and local government funding mandates

Capacity to perform all functions of accounting and bookkeeping with high level of proficiency in QuickBooks, Excel, and MS Office systems

Nonprofit fund accrual accounting and compliance for multiple departments and multiple funding sources.

Timely completion of month-end close, accounts receivables and billings

Nonprofit government/grant invoicing and financial reporting

Excellent communications skills written and oral

Alignment with NEWS' purpose and organizational philosophy

Possess a valid California Driver's License and Insurance and access to a care during working hours

NEWS is an equal opportunity employer as such, we are committed to employment policies and procedures assuring all qualified persons ae accorded equal opportunity for employment, promotion and training.

TO APPLY: Please submit current resume with cover letter to

NEWS 1141 Pear Tree Lane Suite 220 Napa CA 94558

Attention: Tracy Lamb, Executive Director

