



POSITION: DIRECTOR OF FINANCE & OPERATIONS

REPORTS TO: This position reports to the Executive Director and works in close collaboration with staff and Board committees as assigned.

PURPOSE: The Director of Finance & Operations will be responsible for leading all of the key financial functions of both Youth Haven and the Youth Haven Foundation along with oversight of day to day operations. The primary areas of oversight include budgeting, multi-fund accounting, payroll & human resources, oversight of the investment portfolio and benefits administration, information technology, administration and operations, and financial reporting & advice to senior management, Board of Directors and contract managers to achieve the goals and objectives of Youth Haven.

FUNCTIONAL RESPONSIBILITIES:

- Develops and maintains agency wide budgeting, financial planning, control, accounting and reporting policies and practices.
- Responsible for all operational functions including facilities maintenance, safety, risk management, new construction, and administration.
- Analyzes financial results and provides management and Board of Directors with an understanding of the agency's financial performance and make actionable recommendations on strategy.
- Assures that accounting functions and financial and management records are prepared in accordance with regulations and business requirements.
- Assures that financial reports are accurate and identifies problem situations.
- Responsible for financial statement preparation, general ledger, A/R, A/P and payroll.
- Oversees capital asset purchases and inventory.
- Works closely with the CEO and program heads to analyze current performance and project future needs and financial goals.
- Maintains agency relationship with financial institutions and assists in selecting and engaging outside consults (auditors, investment advisors).
- Responsible for financial audits for both contract and independent auditors.
- Monitors all program contracts from financial viewpoint, compliance and reporting in conjunction with program staff.
- Negotiates with outside vendors for all liability insurance as well as employee health, optional insurance, COBRA and 403(b) plan.
- Ensures that the information systems are running efficiently and are capable of producing relevant donor and financial information.
- Serves as Performance and Quality Improvement (PQI) Compliance Officer and oversees the PQI program.
- Manages computer systems, hardware and software installation and coordinates maintenance and service with computer consultants.



- Directly supervises the Facilities Supervisor and the Human Resources/Finance Assistant.

EMPLOYMENT STANDARDS:

- Candidate must have a minimum Bachelor's Degree in Accounting and 7-10+ years proven experience in a non-profit organization with an annual budget of at least \$2 million.
- Advanced degree or CPA/CGMA preferred.
- Must possess excellent analytical, abstract reasoning, communication, and negotiation skills.
- Demonstrated leadership ability, and interpersonal skills.
- Proficient computer skills in Microsoft Office products and accounting software, Sage or QuickBooks preferred.

EMPLOYEE'S NAME: _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

EXECUTIVE DIRECTOR SIGNATURE: _____ **DATE:** _____