

**Position:** Director of Finance & Administration

**Exempt/Non-Exempt:** Exempt

**Hours/Week:** 40

**Annual Salary Range:** $83,000 - $90,000 DOQ

**Reports To:** CEO

**About Valley Outreach:**

Everybody needs help sometimes. Valley Outreach offers people a wide range of support – whether they need food, clothing or help navigating resources during challenging times. Our programs include a food shelf, clothing program and client support services. Our volunteers, donors and partners are critical to the success of the mission of Valley Outreach. When we work together, we can help our neighbors find a place of stability.

**Position Summary:**

Bring your leadership talent and creative energy to the financial and administrative side of this growing basic-needs organization. As Director of Finance and Administration, you will be responsible for the overall management and leadership of multiple functions. You will have your finger on the pulse of the financials that keep our doors open. You will support the resources that get the work done (the humans) by managing human resources plans and tasks. This role also includes broad oversight of facility needs, in tandem with a facilities management company.

Valley Outreach offers a competitive benefits package which includes Medical/Dental/Vision insurance as well as Short Term Disability, a Simple IRA, a Flexible Spending Account and an Employee Assistance Program.

**Essential Duties & Responsibilities:**

* Finances (55%)
  + Manage/implement internal controls to ensure reliability of financial reporting & safeguarding the organizational assets.
  + Use financial modeling, budgeting, forecasting, goal setting and trends analysis in support of our social enterprise model, external projects and organizational growth.
  + Monthly, Quarterly and Annual reports to Finance Committee. Highlighting off-budget items to ensure board understanding and involvement.
  + Day to day accounting for all accounts payable/accounts receivable.
  + Payroll processing including tax filings and reports.
  + Process all calendar quarterly and year-end federal and state reporting (generation of Forms W-2, W-3, 1099, 1096).
  + Prepare materials for annual audit, primary liaison to audit firm.
  + With the development team, support giving platforms and donor activities such as events and the annual impact report.
  + Prepare grant financial reports and participate in funder site visits as needed.
* Human Resources (20%)
  + Manage all HR Functions including recruiting, hiring, onboarding, retention and payroll.
  + With support from outside insurance representatives, oversee all benefits administration.
  + Review of policy compliance and updating the employee handbook.
* Organizational Leadership and Administration (15%)
  + Intersect with the Board of Directors at ongoing meetings with either the whole board or board leadership.
  + In collaboration with staff and board support the successful execution of the strategic framework.
  + Foster decision-making using Valley Outreach’s mission, vision and theory of change as guides.
  + Work closely with the Board Sub-Committees for Finance and Human Resources.
  + Policy review & development.
* Facility Management (10%)
  + Annual review and renewal of insurance for the agency, Board of Directors, and building.
  + Manage the organization’s internal facility needs (contractors, vendors, long-term facility improvement plan).
  + Manage the building as a whole, including annual budgeting, contractors, tenant relations, invoicing, CAM reconciliation, and insurance.

**What you bring:**

* Minimum of 5 years’ experience managing nonprofit finances and administrative functions with increasing levels of responsibility.
* Bachelor’s degree in accounting or finance required.
* Direct experience with QuickBooks preferred.
* Excellent relationship, communication (written and oral), planning and organizational skills.
* Commitment to racial equity and social justice and willingness to be actively engaged in ongoing equity work.
* Ability to professionally and calmly multi-task in a fast-paced and changing environment.
* Strong understanding of working with individuals of differing ages, races, and socio-economic backgrounds.
* High level of personal and professional integrity, including ability to protect and maintain confidentiality.
* Ability and commitment to working closely and effectively as part of a team.
* Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

**To apply for this position:**

* Forward your resume and cover letter to [jobs@valleyoutreachmn.org](mailto:jobs@valleyoutreachmn.org) place Director of Finance & Administration in the subject line.
* The process will include:
  + Review of information from all interested parties. Be sure to give us your phone number and email so we are able to contact you.
  + A phone conversation will be set up with those candidates who most closely meet the requirements of the position.
  + Several candidates will be invited to an in person conversation regarding the position.
  + If needed, a second in person conversation will be scheduled.