

**POSITION OVERVIEW:** Director of Finance and Administration

HOPE 4 Youth is a nonprofit organization head quartered in Coon Rapids, providing pathways to end homelessness in our community. We focus on four key areas: (HOPE)

- Housing
- Outreach
- Prevention
- Education/Employment

The Director of Finance and Administration reports to the Executive Director and is responsible for the agency's financial management functions, HR, Facilities, IT, administration and business oversight. The person in this position will be part of a talented and collaborative team of leaders, attend Board meetings and act as a senior level leader within the organization. Strong candidates for this position must have a proven record of accomplishment and commitment to diversity, inclusivity and experience working in diverse environments.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as HOPE 4 Youth continues to enhance its quality programming and build capacity. Service areas include the bookkeeping and accounting, accounts receivables and payables, invoicing and billing, payroll and benefits and oversight of the agency's assets and facilities. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Key Responsibilities Include**Financial Management**

- Analyze and present financial reports
- Supervise Finance Manager
- Coordinate and lead the annual audit process
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system
- Update and implement business policies and accounting practices

Human Resources, IT, Facilities and Administration

- Further develop and implement HOPE 4 Youth's human resources and administration services to staff which includes but is not be limited to professional development, compensation & benefits, performance evaluation, training, and new employee recruitment.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative and IT functions to ensure efficient and consistent operations
- Provide leadership and supervision of facilities maintenance and janitorial staff and volunteers

- Ensure vehicle management and preventative maintenance
- Policy and procedure development maximizing efficiency and effectiveness along with minimizing risk
- Monitor/recommend insurance coverage (liability, worker's compensation, auto) and handle all claims
- Manage service and equipment provider relationships
- Manage and maintain document storage and retention policy

Qualifications

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least five to seven years of overall professional experience; ideally four-plus years of broad financial and experience working in nonprofit accounting and management preferred.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resource function previously
- Excellent verbal and written communication skills
- Analytical and problem-solving abilities
- Ability to translate financial concepts to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of HOPE 4 Youth

To Apply:

- Please send a cover letter and resume to jstark@hope4youthmn.org. Application deadline is Friday February 28th, 2020. Please contact John Stark at 763-323-2066 if you have further questions
HOPE 4 Youth is an Equal Opportunity Employer of all people regardless of gender, race, culture, religion, ethnicity, protected veteran status and/or disability.