

Director of Finance

Position Description: This position leads the financial responsibility for the organization, oversees the organizational operations and human resources, and leads in the absence of the CEO.

Reports To: Chief Executive Officer

Team Members Supervised: 2+

Scope: This salaried, exempt position is responsible for the financial operation from budgets, to financial reporting, banking and investment accounts, has oversight of AP/AR deadlines, legal and contract compliance, maintaining real estate, board, and board committee meeting minutes, oversight of the annual audit process, finance files, and oversight of the day to day general operations.

Position Responsibilities

Finance and Administration

1. Maintain all finance systems, processes, and processing.
2. Establishes and monitors annual budget, and ensures team alignment.
3. Manage relationship with accounting firm to ensure timely processing of finance related deadlines and NDG and related entities.
4. Maintain records including, but not limited to AR/AP, investor pledges, contributions, tax letters, grant details, etc.
5. Manage payroll processing and payroll service provider contract.
6. Establish systems and processes to ensure proper financial checks and balances are maintained.
7. Manage banking and investment accounts.
8. Collaborate with audit firm for annual audit compliance.
9. Collaborate with Community Development Manager to ensure alignment of property and operations management.
10. Manage annual, or otherwise, document filings on behalf of the organization.
11. Collaborate with human resources contractor on HR needs (employee relations, benefits, job placement, promotions, etc.).
12. Oversee the Communications and Marketing function.

Organizational Leadership

1. Serve as a member of the NDG Leadership Team in support of mission mobilization and strategic alignment.
2. Serve as the top leader in the absence of the CEO.
3. Supervise the following roles – Operations Manager, Contract Bookkeeper, Interns.
4. Represent the organization at various events.
5. Other duties as assigned.

Risk Management

1. Conduct an annual review of property ownership for NDG and other entities.
2. Oversee real estate compliance needs (documentation, payments, document storage and retention, etc.) for NDG and related entities.
3. Ensure proper handling of legal documents with contract legal team.
4. Oversee insurance policies including but not limited to D&O, property, and liability insurance and conduct annual insurance audit.
5. Manage contract worker logistics (completed contracts, tax forms, etc.).

6. Approve invoices for payment.
7. Oversee tax compliance for personnel and contract workers (W-4, W-9, I-9, W-2, 1099, quarterly payroll taxes, etc.).

Qualifications

1. Minimum five to 10 years' experience with management-level finance responsibility.
2. Minimum three years' experience with increasing operations management responsibility.
3. Minimum three years' experience in human resources management.
4. Minimum three-to-five years of grant management experience.
5. High level cultural competency with demonstrated ability to work with diverse stakeholders.
6. Bachelor's degree in accounting, Finance, Nonprofit Management or related field required.

Knowledge, Skills, and Abilities

1. Proven financial acumen.
2. Alignment to values of NDG and Northside Community.
3. Culturally proficient approach and understanding of the community we work with and serve
4. Proficiency in QuickBooks online software.
5. Ability to manage complex, multi-faceted projects from start to finish with strong attention to detail.
6. Entrepreneurial approach and mindset for systems and processes creation.
7. Strong verbal and written communication skills that demonstrate cultural awareness and competency.
8. Aptitude to lead a diverse team and manage diverse stakeholders.
9. Affinity for building and maintaining relationships.
10. Strong conflict resolution ability.
11. Proficient in Microsoft Office Suite.
12. Adept technical skills to troubleshoot and adapt to various systems.

Hiring Salary Range - \$78,000 - \$90,000

If you're interested, we'd love to hear from you! Please send your resume and cover letter to **HR@spartanburgndg.com**