



## **Finance Director**

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers its staff a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

### **POSITION SUMMARY:**

This exempt position manages the financial resources of Family Paths and oversees the creation of all financial statements in accordance with generally accepted accounting principles and the funding agencies' contract policies and procedures. The Finance Director is a member of the senior management team and collaborates in the development and implementation of agency-wide policies and programs that contribute to the Agency's overall success.

The Finance Director is responsible for managing the Agency's general accounting activities, contracts management, cost reporting, and the Agency's \$6 million budget, and cash. The Finance Director reports to the Executive Director and supervises an accounting staff of two. The Finance Director develops, implements and maintains accounting systems, compiles and analyzes accounting data, and prepares financial reports for Agency management, its Board and its CPA auditor. The Finance Director has an internal customer service role as well as an outward facing role with vendors, the community, professional colleagues, and government offices.

This position requires the demonstration and commitment to the Agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Manages and maintains sound accounting and financial practices and procedures to support and maintain the integrity of the internal control structure.
- Supervises and reviews all functions in the accounting department, overseeing accounts receivable, accounts payable, payroll, contract billings, cash management, fixed assets, inventory, month-end close, and other financial data as needed.
- Provides financial forecasting models and works closely with the ED on long range strategic planning.
- Maintains the QuickBooks Pro Accounting program.
- Oversees and monitors the general ledger accounts.
- Oversees and monitors all payroll functions and reporting requirements; oversee weekly check runs and reimbursements.
- Reviews the monthly bank reconciliations as prepared by the Staff Accountant.
- Oversees and monitors building tenants' monthly payment records.
- Oversees and monitors deposits and other banking needs of the Agency.
- Oversees the financial administration of the employee retirement and benefit plans, and the third party unemployment insurance.
- Prepares a monthly analysis of the revenue and expenditure accounts and monitors changes.
- Oversees cost reporting associated with government contracts and aligns these with the general ledger.

- Prepares monthly financial statements, expense allocations, and other financial data for the Board and internal management.
- Assists ED with creation of organizational and program budgets; monitors and maintains budgets; and reports on budget-to-actuals and year-over-year comparisons.
- Plans, organizes, and evaluates the work and performance of the accounting staff.
- Prepares and organizes all necessary financial and related reports to county, city, and other funding agencies, as they become due.
- Oversees processing of 1099s and W2s.
- Oversees all necessary year-end schedules for audit purposes and oversees and assists the external auditors before, during and after the audit process and for tax preparation purposes.
- Works collegially and productively to problem-solve and develop organizational strategies with HR, IT, and Quality Assurance staff.
- Prepares monthly written reports and makes oral presentations for the Board of Directors.

**OTHER JOB FUNCTIONS:**

- Attends and participates in the Agency's semi-monthly Management Team meetings.
- Collaborates with the Executive Director and the management team in policy determination and implementation.
- Attends meetings in lieu of or with the Executive Director, as needed.
- Represents the Agency and its financial status with contractors, other professionals, and/or the community, as appropriate.
- Leads a process for transitioning the current paper back-up system to a digital platform
- Performs all other tasks as needed by the Executive Director or the Agency

**REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:**

- BA in Accounting and minimum five years of direct nonprofit experience relevant to the above duties or BA in another discipline with ten+ years of direct experience relevant to the above duties with nonprofits.
- CPA preferred.
- Fluent with QuickBooks Pro.
- Familiar with Medi-Cal billing and county contracts or equivalent expertise with other government contracts and billing.
- Proficient with MS Office programs and the ADP PayXpert Payroll System Workforce Now, or other FP Payroll System.
- Familiar with privacy and security data management systems for nonprofits.
- Skills and experience to train, support and supervise the accounting staff.
- Capacity for creative thought partnership with the ED to develop strategies for organizational sustainability and growth
- Ability to multi-task and flexibly adapt to dynamics of a team environment.
- Good command of the English language.
- Maturity, good judgment, and the ability to maintain a high level of discretion and confidentiality.
- Professional demeanor and "can do" attitude to represent the organization in a positive manner at all times.
- Outstanding interpersonal skills, with the ability to work effectively in a team and to maintain composure in a stressful or deadline-driven environment.
- Is adaptable and a proactive problem solver able and willing to do what it takes to contribute to their own success and the success of the agency.

**Special Requirements:**

- Must pass criminal records clearance.
- Flexibility to work occasional evenings for meetings and special events.

**Work Environment:**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**COMPENSATION:** \$88K-\$100K DOE. Pay rate is commensurate with education and experience and competitive in the non-profit environment and scale of the Agency.

**LOCATION:** Oakland

**EMPLOYEE STATUS:** Fulltime

**WEEKLY HOURS:** 37.50 (*Full Time positions are based on a 37.5 work week*)

**BENEFITS INCLUDE:**

- Fully paid Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- Flexible work schedule
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 9 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits
- Annual COLA if agency meets goals

**NON-DISCRIMINATION POLICY:**

Family Paths does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, the Board of Directors, volunteers, subcontractors, vendors, and clients.

**TO APPLY:** Send your resume and **cover letter**.

*\*You will receive an auto reply to confirm receipt of your resume and cover letter. Family Paths will only follow up with those applicants who are called for interviews. This position is open immediately.*

Email: [jobs@familypaths.org](mailto:jobs@familypaths.org)

Fax: 510-893-2074

Website: [www.familypaths.org](http://www.familypaths.org)