

## **JOB DESCRIPTION**

### **EXECUTIVE FINANCE DIRECTOR**

#### **ABOUT**

CENTER FOR DOMESTIC PEACE is a non-profit organization in existence now for 43 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or are at risk of being abused and/or battered, who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP's programs help children, teens, women, and men to live violence-free lives. These programs include 24-hour hotlines, emergency shelters, transitional housing, support groups, legal advocacy, school programs, community prevention and education projects, professional continuing education programs, corporate, state, and nation-wide training, leadership development programs, and resource identification.

#### **POSITION OVERVIEW**

As a key member of the C4DP leadership team, the Executive Finance Director (EFD) is the chief financial spokesperson for the organization and holds primary responsibility for the management of finances, including annual budget planning, cost allocation, long term scenario planning, cash flow forecasting, financial data analysis, internal control protocols/policies, record-keeping for financial and personnel grant and legal-related compliance and reporting.

The EFD provides the Board of Directors, Executive Team, and department leaders with the necessary information and analysis required to ensure the financial integrity and operational effectiveness of the organization. The EFD reports to the Executive Director and is responsible for the oversight of the Senior Accountant and Accounting Clerk.

The ideal candidate for this position is a strong, energetic leader with proven analytical skills and the ability to work collaboratively, successfully lead teams, set and fulfill strategic goals, and is capable of creating a long-term vision for the continued growth of the organization while managing the financial and HR/personnel operations of a fast-paced and thriving progressive, non-profit organization.

#### **RELATIONSHIPS**

**Reports to:** Executive Director

**Leads and Manages:** Finance Team

**Other Key Relationships:** Executive Team, Board of Directors, Department leads, banking relations, high-end financial contacts, government, foundation and private funders and fiscal organizations.

## **MAJOR RESPONSIBILITIES**

### **Department and Organizational Leadership:**

- Participate in Executive Management Team and other management team meetings.
- Lead the Finance Team through supervision, training, and evaluation to ensure compliance with all Generally Accepted Accounting Principles; grant requirements; certification requirements; labor law, and other management requirements as set for by C4DP, including the teams' ability to meet C4DP standards on the use of technology.
- Provide the Executive Team and Board of Directors with analyses of financial data to facilitate decision-making and ensure financial and HR/personnel compliance and accountability.
- Provide training to all new C4DP supervisors regarding fiscal and HR/personnel requirements.
- Engage in special projects as assigned.

### **Financial, Budgeting and Reporting:**

- Lead the development and monitoring of annual organization and department budgets, allocations, and financial forecasts and track decisions related to budgeting throughout the year.
- Generate master grant allocation worksheet in accordance with government funding sources and foundations.
- Monitor cash flow and maintain monthly reports.
- Ensures timeliness, accuracy and usefulness of financial reporting including grant and contract related filing requirements and invoicing.
- Oversees all grant and contract fiscal compliance, including documentation, fiscal report deadlines, and timeliness of invoices and monthly financials.
- Monitor fiscal compliance with federal funders, foundations, and earned revenue.
- Direct benefit, taxes, retirement, and insurance plans.
- Ensures all expenditures, including travel expense reimbursement requests are accurate and comply with grant budgets and guidelines.
- Manage banking relationships and other high-end financial contacts.
- Manage annual audits and proper filing of tax returns.
- Prepare reports related to human resource administration, employee benefits, and execute transactions of retirement and tax-deferred flexible spending account deposits.
- Develop and maintain fiscal records, accounting policies/procedures, and fiscal reporting systems.
- Prepare monthly financial statements for the Executive Director and Finance Committee, including analysis of significant variances.

## **Financial, Budgeting and Reporting, cont.:**

- Review budget to actual reports by departments, monitor progress, and alert the Executive Director to any significant variances.
- Explain and interpret policies, procedures, regulations, and formulas regarding grants and contracts.
- Develop tools/reports/dashboards that will enhance the Executive Director and Boards' ability to fulfill their fiduciary responsibilities.

## **Human Resources Areas of Responsibility:**

- Provide strategic support and supervision of department staff, ensuring performance within set standards and values for excellent customer service. Ensure that all department staff receive orientation, training, information, and guidance for suitable management and performance of their job areas.
- In collaboration with the Executive Team, direct Human Resource policies and procedures including personnel policies for union and non-union staff, salary administration program and salary classification rating guide, hiring and termination procedures, and all related forms (job description, interviews) and performance evaluation.
- Maintains all required department documentation in compliance with funder mandates, audit and legal requirements.
- Direct overall department strategies to evolve and improve finance and HR operations and systems.
- Orient new employees with new employee documents, benefits packages, personnel policies, and benefits administration (including health insurance, COBRA, cafeteria plan, and union administration).

## **REQUIREMENTS**

The requirements listed below are guidelines. If you do not meet every qualification listed, but your skills are transferable, we encourage you to apply to be considered.

- A financial or business master's degree or minimum of 10 years of relevant experience.
- Minimum 5 years' experience in a leadership role, preferably with a non-profit:
  - Preparing budgets, financial statements, and cash flow projections
  - Managing compliance with state and federal funding and labor mandates
  - Capacity to perform all functions of accounting, bookkeeping, and financial forecasting
  - Increasingly responsible management experience with non-profit business management, human resources, and supervision
  - Non-profit fund accounting and compliance for multiple departments with multiple governmental funding sources
  - Timely completion of month-end close, accounts receivables and billings
  - Non-profit government/grant invoicing and financial reporting
- Proven ability to manage complex financial systems and processes.
- Proven capacity as a senior management leader; experience working with senior level professionals and board of directors.
- Strong knowledge of OMB Circulars A-110, A-122 and A-133.
- Highly organized, disciplined, flexible, detailed oriented with a strong sense of accountability.
- Ability to maintain security and confidentiality required by the organization.
- High level of proficiency in Office 365, QuickBooks Pro accounting software, advanced Excel, ADP and DocuSign.
- Excellent communication and analytic skills, written and oral.
- Strong training, coaching, and supervision skills. Proven capacity to develop and maintain high functioning and healthy teams.

- Ability to work effectively and respectfully with diverse communities of staff, external business contacts, and funders.
- Must have valid driver's license and access to a car during working hours.
- Alignment with Center for Domestic Peace's Statement of Purpose and organizational philosophy.

## **COMPENSATION AND BENEFITS**

The annual salary for this position is \$160,000. A comprehensive package of benefits including health, dental, eye, chiropractor, acupuncture coverage; 3% automatic retirement contribution upon eligibility; generous vacation, paid holidays, and sick time; one-month retention bonus every 5 years.

## **C4DP IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. Applicants may obtain a copy of C4DP's Equal Employment Opportunity and Cultural and Linguistic Competency Policy on request.

## **APPLICATION PROCESS**

To be considered for this opportunity, please submit an electronic version of your resume and cover letter to <http://cvnl.org/executive-search/current-executive-searches/>.



For more information contact:  
**Susan Brown**  
Director of Executive Search  
Email: [sdbrown@cvnl.org](mailto:sdbrown@cvnl.org)

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