

Position: Finance and Operations Director

Reports to: Executive Director

Hours: Full-time, 40 hrs. Week

Classification: Regular, Exempt

Reviewed: December 2021

CFH serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire and retain staff who reflect the diverse client population we are serving. CFH is an equal opportunity / affirmative action employer.

ABOUT CFH

CFH is a secular 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with phenomenal partnerships and support from King County's Eastside community, CFH serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including 125,000 meals. CFH is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission.

Our core values are relationship, community, empowerment, dignity and respect. These values embody the CFH mission: to partner with men & the community to create a path from homelessness to stable living.

OVERVIEW OF POSITION

This position oversees all financial management functions of a \$5 to \$6 million-dollar organization with approximately 50 staff and seven unique programs. Responsibilities include: managing staff to execute the day to day accounting, billing, payroll, and financial reporting. The director would be responsible to conduct financial analysis, investment planning, budgeting process/forecasting, and compliance with organizational-related requirements. Management of capital campaign contributions and real estate development payments will be also be expected of this role as CFH I completes construction of its new permanent facility. Schedule is flexible with occasional remote work possible.

This position will also provide strategic leadership and management of CFH's mission critical supporting functions. This position directs general operations management and planning, including human resources functions, board governance support, program support through assessment, policies/procedures development, data analysis, contract reporting and compliance, and third-party contract negotiation and oversight (master leasing, facilities maintenance).

In addition to the key responsibilities, the individual must demonstrate the identified leadership and management abilities, adapt quickly to a wide variety of situations, and exhibit strong communication, problem solving, and time and project management skills. The person who will succeed in this position is committed to supporting and modeling the CFH values through their actions and expectations of others.

Candidates must have a proven ability to build collaborative relationships internally (programs, finance, fundraising) and externally (regional partners and peer organizations) in order to ensure CFH remains stable and provides efficient and effective services to all who seek services through CFH.

KEY FINANCE RESPONSIBILITIES

Budgets:

- Develops and coordinates the annual budgeting process toward a timely presentation to the Board for approval
- Provides budget forecasting reports throughout the year to inform decision making
- In collaboration with other staff, develops program budgets for submission to potential/current funders
- Monitors and manage cash balances to meet CFH's operating needs
- Monitors reserve balances and prepares recommendations for adjustments
- Ensures cash investments conform with CFH policy; bring forward recommendations for adjustments
- Manages the Accounting staff to successfully execute:
 - Accounts Payable and Receivables
 - Cash Management
 - Payroll
 - General Ledger
 - Reporting needs

Compliance/Governance:

- Maintains established internal controls; assesses internal controls and proposes adjustments to policies as needed
- Ensures compliance with federal, state, and local government reporting requirements and tax filings (including 940, 941, ESC, L&I and B&O taxes)
- Bi-annual review of Accounting Policy Manual and Accounting Procedures Manual to make sure CFH is following best practices. Suggests changes to Finance Committee.
- Maintains and organizes all financial and organizational records in compliance with the CFH's record retention policy
- Keeps informed of new GAAP requirements that might affect CFH and recommends changes to Executive Director and Finance Committee
- Works with Treasurer/Audit Committee and external auditors to complete annual audit, including preparation of audit schedules, compiling documents for review and responding to requests from auditors

- Assist the outside accountant with the preparation of the annual 990, working through the approval process with the Finance Committee and Board of Directors
- Serves as staff liaison to the Finance Committee and attends its monthly meeting to present monthly financial reports. Prepare and presents financial report narrative for Board of Directors.
- Collaborates with the other staff to support overall department goals and objectives.
- Reconciles bank statements and investment account statements on a monthly basis and other balance sheet accounts as often as necessary but at least annually.
- Advises staff regarding the handling of non-routine reporting transactions.
- Participates in and advises on contract negotiations (i.e., third party vendors, leases, government contracts, property/liability insurance)

KEY OPERATIONS RESPONSIBILITIES

Provide effective leadership and management ensuring the organization and its infrastructure is well positioned to maintain the high-quality services that align with CFH's vision, mission, and values. Remain current on local and national trends, continually assess the efficacy of policies, procedures, systems, and internal controls to improve operational effectiveness and ensure internal and external accountability.

Make recommendations for and subsequently implement strategic changes. Provide strategic input on issues and advise on long-range planning impacting the entire organization.

- **Governance:** In coordination with CFH Board and Executive Director, provide support and leadership for all CFH Governance functions, including routine and nonroutine activities.
- **Fundraising:** In coordination with CFH Executive Director, provide supervision and support for CFH's annual fundraising activities.
- **Contract Management:** Collaborate with staff throughout the organization to build and maintain successful relationships with third-party vendors and consultants to support CFH facilities, asset management and operational needs.
- **Staff Development and Supervision:** Provide leadership, staff development and supervision for direct and indirect reports. Oversee all Human Resources functions to ensure timely and appropriate recruitment, selection, orientation, training, and supervision including goal setting, professional support and employee performance evaluations.
- **Facilities maintenance supervision:** In partnership with the Services Director and Program Managers provide supervision and support to the Facilities Tech in order to meet the requirements of the agency's maintenance needs.
- **Community Relations:** In partnership with the Executive Director and Services Director, act as a liaison to key partners in ways that build positive relationships and present CFH to the public in an effective manner.

KNOWLEDGE, SKILLS, AND ABILITIES

Ideal candidates must:

- Demonstrate excellent organizational skills, accuracy and attention to detail
- Exercise sound decision making, independent judgment and discretion in the absence of supervision
- Adjust to circumstances, anticipate and adapt to change, initiate actions and think creatively to solve problems efficiently and effectively
- Think outside the box, possesses creativity and ingenuity
- Possess the ability to navigate multiple projects and priorities
- Remain calm and professional when faced with difficult situations and emergencies
- Maintain a high level of energy, perseverance, and positivity
- Exemplify excellent interpersonal skills and high ethical standards
- Identify and resolve interpersonal conflicts with respect, tact and diplomacy
- Listen to others, process information, and communicate effectively
- Commit to the development of others through cultivating individual talents, successfully motivating, coaching, recognition and delegation
- Develop and manage complex budgets with multiple funding sources and compliance requirements
- Maintain an aptitude with technology necessary for successful day-to-day functioning in business environment including various databases, Microsoft Office Suite including Word, Excel, Outlook, etc., and Internet technology
- Experience in program improvement, design and implementation
- Read, write, and communicate in English

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting and 8+ years' experience in the accounting field, or equivalent combination, required; background in a non-profit environment preferred.
- Intermediate to advanced proficiency in QuickBooks Pro (or similar), proficiency in MS Word, Excel, and Outlook required.
- ADP Run (or similar) payroll service.
- Experience communicating and working effectively with individuals from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientations.

- Experience directing service delivery by establishing clear expectations, developing a manageable workload to accomplish those expectations and empowering others to work and solve problems on their own
- Experience providing financial inputs for grant proposals preferred

CERTIFICATES, LICENSES & REGISTRATIONS

Washington driver's license and insurable driving record required.

PHYSICAL DEMANDS

- Physical ability to sit, walk, and/or stand for prolonged periods of time.
- Ability to stand, stoop, bend, grasp, and/or hold work located at the office or other locations as needed.
- Prolonged periods of sitting at a desk and working on a computer.
- Requires individual is able to safely lift and carry at least 35 lbs. and must occasionally lift/carry push up to 45 pounds.
- Individual must also have the use of all senses, to include, but not limited to sight, hearing, smell, and taste.
- Must be able to access and navigate each department at the agency's facilities.

Note re: COVID-19: CFH follows the most current health and safety guidelines provided by King County Public Health and the CDC. This position is required to wear personal protective equipment at all times while on site and may be exposed to people who may have the COVID-19 virus.

SUBMISSION:

To apply, please submit resume and cover letter including a personal statement expressing how the mission of CFH aligns with your personal and professional goals.

SALARY & BENEFITS:

- Annual Salary Range: \$105,000-\$115,000
- Regular employees who work at least twenty hours per week are eligible for prorated benefits including medical and dental insurance at a reduced cost to the employee, paid time off, cell phone stipend, holidays and employer matched retirement.
- Flexible work schedule as approved by supervisor and based on specific position requirements.

CFH does not discriminate on the basis of race, religion, color, age, genetic information, sensory, mental or physical handicap, national origin, gender, sexual orientation, gender identity, gender expression, marital status, familial status, parental status, citizenship status, pregnancy, veteran status, political ideology or any other basis protected by applicable law.

TIMELINE:

Resumes will be considered on an ongoing basis; position open until filled.

Congregations for the Homeless 515 116th Ave NE #150 Bellevue, WA 98004

www.cfhomeless.org