

Director of Finance and Administration

Full-time, Exempt. Reports to Executive Director and supports Treasurer and Finance Committee of Board of Directors. Up to 6 direct reports.

About St. Mary's Center

St. Mary's Center is a community of hope, healing and justice serving extremely low-income seniors and preschoolers in the heart of Oakland. We strive to improve quality of life through counseling, shelter, nutrition, advocacy and social support. In 1973, volunteers began serving Sunday dinner to improve nutrition and community cohesion. Today, our staff of 40+ provides shelter; housing navigation; mental health and substance abuse counseling; half-day preschool; and a vibrant Community Center offering fellowship, artwork, and social connection. We operate three transitional housing sites and received an Opportunity Award to build permanent supportive housing. Charity Navigator has awarded us their top-tier, 4- star rating for fiscal management and integrity for six consecutive years. For more information, visit our website at www.stmaryscenter.org.

SUMMARY

The Director of Finance and Administration provides leadership, direction, and day-to-day management of key functions including: finance, accounting, human resources, facilities, technology and general business operations. As a member of the senior management team, and working closely with the Executive Director, Treasurer and Finance Committee, the Director of Finance and Administration helps lead exciting change at a respected community institution positioned for growth. Our ideal candidate is knowledgeable about public contracting and fee-for-service billing, experienced in non-profit management, with strong analytic and interpersonal skills. This position is based in our active, community-centered Oakland headquarters, which serves preschoolers, seniors, and people experiencing or at risk of homelessness with counseling, shelter, nutrition and social services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Budgeting, Planning, Fiscal Management

- Supervise financial recordkeeping of private donations, foundation grants, public contracts and special fundraising campaigns, including A/P and A/R work by Bookkeeper
- Oversee proper allocation of expenses to programs, contracts and grants; compliance with grant and contract terms including invoicing cost reimbursements
- Prepare timely and accurate financial statements and reports to management, Board, Finance Committee
- Review monthly results with program managers and Executive Director, serving as a resource, supporting and training program managers on budget management and grant management, as needed
- Drive the annual budget preparation process under the direction of the Executive Director, creating or updating program, grant and contract budgets

- Participate with Executive Director and Management Team in strategic planning, translating operational, programmatic and staffing plans into working budgets
- Partner with senior manager team to develop effective grant management programs addressing both performance and fiscal management
- Manage annual audit process, filing of IRS 990s, as well as quarterly compliance documents for state and local contracts
- Collaborate with Director of Senior Homeless Services who manages Representative Payee (bill payer service) for approximately 100 clients receiving case management, budgeting and bill pay support
- Stay current with all federal regulations, Uniform Guidance, procedures to guard against fraud and waste, and implement policies and procedures accordingly

Human Resources and Benefits Administration

- Contribute to an environment of transparency, accountability, and commitment to human development through progressive policies and attention to staff training, capacity building and growth
- Implement HR policies and processes, including recruitment, hiring, onboarding, payroll, compensation and benefits, performance evaluations, disciplinary procedures, training and professional development and exiting processes
- Serve as resource to supervisors on human resource management and benefit issues
- Supervise maintenance of employment records, including applications, hire letters, necessary certifications/trainings, disciplinary records, exit interviews
- Record and audit vacation / sick time accruals using an electronic timecard system
- Ensure compliance with local, state, and federal laws as well as specific funder requirements
- Oversee annual open enrollment for health insurance and other benefits, COBRA notifications and enrollments; issue required notices
- Maintain retirement savings program, educating co-workers on value of early, regular contributions
- Under direction of Executive Director, liaison to contracted legal advisors or benefits contractors

Operations / Information Technology

- Supervise a team of 4-5 staff responsible for facilities, equipment, office operations, and technology
- Maintain updated operational procedures and manuals, including operations calendar, organizational and corporate files
- Risk management, including reviewing insurance coverage periodically, analyzing coverage limits, deductibles, cost, recommending additional or alternative coverages, preparing applications, reviewing final policies, obtaining certificates, handling insurance issues and claims
- Supervise staff or vendors maintaining in-house information systems, including networked workstations, printers, mobile devices, under HIPAA regulations and contractual requirements
- Supervise staff managing headquarters property, transitional housing sites, preschool and community center (including maintenance and security worker).
- Manage contracted repair services and ensure compliance with safety and accessibility standards
- Analyze contractual requirements and best practices for data management, confidentiality and privacy protections, including network security
- Maintain and manage relationships with outside consultants and vendors as needed

Other duties may be assigned.

QUALIFICATIONS:

- 5-7 years of increasing responsibility and related professional experience in financial management, human resources and operations, primarily within the non-profit sector
- Bachelor's degree in non-profit business administration or equivalent experience; CPA preferred
- Non-profit finance and accounting experience essential, knowledge of fund accounting is required

- Ability to lead and foster teamwork; strong leader and team-player with a proactive, service-oriented attitude.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Flexible and able to multi-task; work within a dynamic, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Demonstrated ability to develop, implement, and manage business systems and processes, including expertise in financial analysis and budget development
- Ability to translate financial concepts to effectively collaborate with the entire team
- Experience with Fee-for-Service billing of Mental Health and Substance Use Disorder counseling services
- Experience with government grants, Uniform Guidance, and grants management strongly preferred
- Experience implementing a progressive Human Resources program
- Exceptional Excel, Microsoft Office, SAGE accounting software skills, with experience in cloud computing
- Strong verbal, written and interpersonal communication skills with an ability to negotiate, collaborate and succeed with a variety of internal and external stakeholders

GENERAL STAFF ROLES:

Along with all employees, the Director is expected to:

- Demonstrate sensitivity to issues faced by seniors experiencing homelessness, young children and families, and low-income communities
- Work effectively with diverse populations, including age, race, language, sexual orientation, gender identity, disability, medical / mental health conditions
- Provide leadership that fosters an environment of trust and cooperation
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct
- Participate in decision making processes and commit to desired outcomes
- Apply policies and procedures consistent with the principles of St. Mary's Center

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others (verbally and in writing) to understand them and to be understood.
- Must be able to occasionally lift and/or move up to 20 pounds.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to communicate over a telephone, and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, taking notes.
- Must be able to prepare documents, research data on websites, and work on computer (with mouse or track-pad), operations up to 7 hours per day.

St. Mary's Center is an Equal Employment Opportunity Employer.

St. Mary's Center is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEOP). It is the stated policy of St. Mary's Center that all employees and applicants

shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).

COMPENSATION:

Salary is commensurate with experience. We provide a benefits package, including medical, dental, 401k after first year, 12 holidays plus birthday, paid vacation and sick time.

To apply, please send a cover letter and resume to hr@stmaryscenter.org for a first review by May 1 and intended start date in May 2019.

