

Finance Director

Position Overview: The Finance Director is responsible for fiscal and grants management. The position requires producing accurate and timely financial reports to the Executive Director and Board of Directors as requested, ensuring compliance with federal and state grants, and working with the Senior Manager, Business Operations/Finance Assistant on bi-weekly payroll and accounts payable/receivables. The Finance Director oversees human resources with the Executive Director and supervises the Senior Manager, Business Operations/Finance Assistant on coordination of information technology needs and building operations and maintenance.

Hours: Exempt and salaried position. This is a 30-hour per week (.75 FTE) position. Core hours for this position are between 8:30 am and 4:30 pm. The position requires evening hours one to two evenings/month (e.g., Finance Committee and Board of Director's meetings) though rarely weekend hours. This position may accommodate a mix of hours at the Program Center as well as off-site hours.

Reports to: Executive Director

Location: This position is based in the Program Center, Lebanon, NH

Responsibilities:

Financial Management

- Maintain QuickBooks accounting system
- Maintain financial policies, procedures and internal controls
- Review and sign checks in Executive Director's absence
- Prepare (and monitor along with the Executive Director) annual organization, grant and program budgets
- Review all payrolls and maintain personnel files in a secure location accessible only to Finance staff and Executive Director
- Maintain a separate file of completed I-9 forms in a secure location separate from personnel files
- Review and manage cash flow
- Notify the Executive Director and Treasurer when any WISE bank balance exceeds the insured FDIC amount
- Review, revise and maintain internal accounting controls and procedures
- Primary responsibility for preparing year-end audit including preparation of related work papers and schedules for auditors
- Maintain up-to-date Financial and Accounting Handbooks
- Ensure proper approval on all invoices and oversee proper filing and recording of invoices
- Ensure preparation of monthly, quarterly & yearly financial reports
- Ensure timely filing of all legally required financial reports
- Complete unaudited financial statement and insure timely completion of audit report

- Ensure compliance with all necessary state and federal payroll reporting requirements
- Ensure appropriate insurance coverage
- Respond to all authorized payroll inquiries including worker's compensation, self audits and mortgage company verifications of employment

Grants Management

- Manage grants process including state and federal subcontracts and all necessary payment requests
- Assist with grant proposal preparation particularly budgets and budget narratives
- Preparation and compilation of grants to state Coalitions and other funders
- Prepare all monthly and quarterly grant requests
- Track timely requests and verify eligibility for payment of all subcontractors
- Comply with grant contract requirements including compilation of monthly, quarterly and yearly reports & statistics
- Prepare grant audit work papers and represent WISE on all grant audits

Administration/Human Resources

- Administer employee benefits
- Manage WISE's properties at 38 Bank Street, Lebanon, NH and its confidential shelters
- Manage lease agreements with vendors/consultants
- Oversight of office equipment management and contracts
- Manage information technology systems and maintenance/upgrades

Performs other duties as assigned by the Executive Director

Qualifications:

- Certified Public Accountant
- Prior work experience in public accounting
- Minimum of a Bachelor's degree in accounting or finance
- At least five years prior progressive experience as an accountant, controller, or financial manager
- Required to be highly competent working in QuickBooks or other accounting software and using Excel and competent using other Microsoft Suite applications including especially Outlook, Word, Access and Power Point
- Highly organized and impeccable attention to details
- Clear and calm judgment, discretion and competency for strategic and diplomatic collaboration
- Experience in the field of domestic or sexual violence survivor advocacy or prevention, and/or knowledge of issues of domestic and sexual violence and/or a strong grounding in social change advocacy, the Empowerment Model, and a feminist framework for understanding gender-based violence is a plus
- Strong verbal and written communication
- Clear ability to multi-task and quickly switch from one project to another
- Grants management experience preferred
- Previous experience working with a Finance Committee of a nonprofit board of director's is preferred
- Previous experience preparing for and working with external auditors and developing and monitoring operational, programmatic and strategic budgets, preparing financial reports and projections for diverse audiences

- Experience working as part of a directors' or management team and supervising staff preferred
- Reliable transportation, valid driver's license, required minimum vehicle insurance
- Ability to spend periods of time sitting and standing, to lift 40 pounds
- WISE requires all employees to submit criminal background and driver's license checks, employment is dependent on findings
- Successful completion of the *WISE Foundations* training within 6 months

Compensation: The salary for this .75 FTE position (30-hours/week) is \$75,000 to \$84,000 depending on experience. Other benefits include generous vacation time, 75% employee health premium coverage, and 7% employer retirement fund contribution.

All WISE employees are expected to honor staff values and practice ethical communication.

WISE encourages diversity in applications. To apply for this position, please submit a cover letter describing your interest and qualifications with your current resume and emailed to WISE Executive Director Peggy O'Neil, peggy.oneil@wiseuv.org.