

Transformation Center

Job Description

FINANCE DIRECTOR(part time)

Contact Ann Stillman for more information at anns@transformation-center.org

The Transformation Center is a peer-operated, statewide technical assistance and training center established to strengthen a mental health focus on wellness and life recovery through dialogue, education, systems change advocacy, and peer support. We currently offer training for Peer Specialist Certification, Leadership Academy, WRAP Facilitation, Recovery Conversations for Providers and more.

The Transformation Center works closely with the six (6) Recovery Learning Communities (RLCs) across the state. RLCs offer training and support for peers working and volunteering to promote wellness and recovery in the local communities

POSITION SUMMARY

Under the supervision of the Director of Operations, the Finance Director is responsible for oversight of all financial matters of the Transformation Center. The Finance Director is responsible for ensuring that all contract/grant financial requirements are being met, all procurement is done according to policy, tracking and monitoring accounts receivable and payable, preparing annual budget, preparing financial statements for board review, and other financial matters. As part of senior management team the Finance Director works with the Executive Director, Director of Operations and program staff on insuring the effective and efficient operation and growth of the Transformation Center and the RLCs.

ESSENTIAL RESPONSIBILITIES

- Oversee all accounting and financial management functions; from data entry to general ledger and financial reporting;
- Reconciliation of all bank accounts.
- Prepare and review all financial reports for internal and external purposes on a monthly, quarterly, and annual basis.
- Work with board's finance committee;
- Responsible for creating annual budget.
- Oversee annual audit, including company contract; Prepare financial reports;
- Set up financial systems for new programs;
- Manage finances of all contracts and grants, including compliance, invoicing, negotiations, and board reporting);
- Monitor or oversee monitoring of benefit time accrual and use, correct documentation of it, and regular reporting of it to employees;

- Research employee benefits at least annually, in collaboration with the Finance Director, attending to cost effectiveness, quality and responsiveness to employee needs;
- Assist on budget development in grant applications
- Liaison between accounting and operations in order to maintain accurate cash flow for the company
- Oversee payroll (outsourced) and manage fringe benefits for employees;
- Make all deposits;
- Assist ED in all financial negotiations; and
- Other tasks as may be assigned by the ED and DO.

QUALIFICATIONS

Education: BS or BA degree required.

Experience: Five (5) or more years financial experience with nonprofit organizations and grants management. Experience managing and overseeing government grants a plus. Experience working with diverse populations highly desirable.

Knowledge, Skills, and Abilities:

- Knowledge, skills, and ability in government accounting principals;
- Knowledge, skills, and ability to manage contracts;
- Knowledge, skills, and ability to work with board of directors;
- Knowledge skills, and ability to prepare budgets and financial statements;
- Strong organizational, administrative, communication, and interpersonal skills required;
- Proficient computer skills with Internet, MS Office (Outlook, Word, Excel etc.) and accounting software; QuickBooks proficiency preferred
- Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices.

PHYSICAL REQUIREMENTS

- Ability to use standard office equipment

BENEFITS

In accordance with the organization's written personnel policies.

EQUAL EMPLOYMENT OPPORTUNITY

The Transformation Center provides equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.