

Job Announcement

Title: Director of Finance

Regular Full Title: 40 hours/week

Salary Hiring Range: \$125,000 - \$150,000

Reports to: Co-CEOs

Start Date: ASAP

\$5,000 SIGNING BONUS
after completion of the 90-day probation period

The Opportunity:

Homeward Bound of Marin is a dynamic and evolving non-profit agency working to end homelessness in Marin County through affordable housing development, supportive services, job training, and social enterprise. With a successful 48-year history and strong interdisciplinary partnerships with other private and public partners, Homeward Bound is positioned for impactful growth over the next decade. Our work environment values Justice, Equity, Diversity and Inclusion, and rewards resourcefulness, flexibility, kindness, compassion, and understanding.

Homeward Bound is seeking a Director of Finance to lead our Finance Department into our next chapter of growth as we expand our social enterprise and affordable housing development efforts! Under the direction of the Co-CEOs, the Director of Finance will guide all financial decisions of the organization and manage all financial resources, including asset management, program revenue, government contracts, philanthropic grants and social enterprise revenue.

If you have a heart and passion for our work and enjoy mentoring finance staff, creating clear operating budgets for various programs and social enterprise businesses, and leading internal and external financial reporting and compliance, we want to hear from you!

The Candidate:

We are looking for a mission-driven and hands-on finance expert who works well in a team. Our ideal candidate will be a self-starter who takes appropriate initiative, has seven or more years of progressive responsibility leading and supporting finance teams, has excellent analytical and mathematical skills, and can work collaboratively with a diverse group of leaders.

Minimum professional requirements include:

- 🏠 Bachelor's degree in finance or accounting-related field required. Masters or CPA highly preferred
- 🏠 Previous experience in managing federal, state and local government grants and contracts required.
- 🏠 Previous experience in non-profit accounting highly preferred
- 🏠 Previous experience supervising finance staff
- 🏠 Previous experience managing payroll required
- 🏠 Direct experience in managing and implementing accounting and financial reporting software systems in organizations with operating budgets of \$10 million or more
- 🏠 Experience managing 10 or more streams of revenue

- 🏠 **Strong experience with Windows and Microsoft Office Suite software, particularly Excel**
- 🏠 Demonstrated commitment to service
- 🏠 High level of awareness and comfort working in a culturally and ethnically diverse work environment where principles of Justice, Equity, Diversity, and Inclusion are prominent and cherished
- 🏠 Experience being part of the C-suite / executive level management a plus
- 🏠 Experience with HUD grants a plus
- 🏠 Excellent knowledge of GAAP

Major Responsibilities:

Financial Management

- 🏠 Issues timely & complete financial budgets, documentation, and statements for board, committees, and grant proposals and reports
- 🏠 Responsible for managing *accounts payable* functions and staff, ensuring timely and accurate payment of properly authorized payments and expenditures
- 🏠 Together with the Chief Operating Officer, oversees all *payroll* functions, including required tax deposits, periodic tax returns, reconciliation and reporting of employee benefits payments, and payroll system review and trainings
- 🏠 Oversees *accounts receivable* including grants, contracts, and social enterprises, ensuring timely receipt of required payments and follow-up of overdue and problem accounts
- 🏠 Oversees the accounting and billing for capital development and construction projects, including allocation of costs to various funding sources, requests for reimbursement, and timely invoicing
- 🏠 Maintains the accuracy and integrity of the organization's financial records
- 🏠 Prepares all necessary documents and schedules for the organization's annual audit
- 🏠 Oversees the preparation of month-end, quarter-end and year-end financial statements including reviewing all month-end closing activities, quarterly double bottom line reports for social enterprises, G/L account maintenance, balance sheet account reconciliation, and budget-variance reporting
- 🏠 Oversees the maintenance of Homeward Bound's Chart of Accounts to correspond with current projects, programs, grants, and/or contracts
- 🏠 Together with the Chief Operating Officer, directs the identification, cataloging, and recording of furniture and equipment inventory and purchases
- 🏠 With assistance from IT consultants, oversees the selection, maintenance and updating of agency accounting software system

Finance Team Leadership

- 🏠 Manage the performance and growth of each finance team member. Check in with direct staff, individually, for weekly coaching.
- 🏠 Support finance team members in building relationships across the agency. Maintain a strong service approach to supporting program directors and staff.
- 🏠 Use your finance expertise to improve current accounts payable processes.
- 🏠 Look for ways to improve the financial acumen of both finance staff and other leaders within the organization.

Finance Strategy and Planning

- 🏠 In conjunction with the Leadership Team and Board Finance Committee, manages and communicates the annual budgeting process.
- 🏠 Manages cash flow and forecasting to develop a reliable cash flow projection process and reporting mechanism.
- 🏠 Reviews requirements for philanthropic grant applications and reports, as well as government contracts to prepare timely and accurate budgets, financial documentation, reports and invoices.
- 🏠 Recommends and implements benchmarks for measuring the financial operating performance of programs and departments.
- 🏠 Manages banking relationships and bank reporting.
- 🏠 In conjunction with the Director of Social Enterprise and Wagster Treats Manager, forecast annual sales and look for ways to reduce production costs and increase revenue. Provide quarterly Cost of Goods Sold and expense reports for each social enterprise.

Relationships

- 🏠 Works as a team with Finance Department staff to maintain current, accurate accounting information, resolving discrepancies as necessary.
- 🏠 Works as a team with Leadership staff, the Human Resources Manager, and Development Department staff to streamline relevant financial procedures.
- 🏠 Works with agency Program Coordinators, Managers, and Directors and other staff in facilitating, researching, and resolving relevant budget expenditures and in providing timely and accurate program, grant, and contract reports
- 🏠 Works with independent auditors in providing information and ensuring the timely preparation of accurate audit working papers.
- 🏠 Communicates with members of the Board of Directors and its committees, providing required reports and fiscal information, as needed.

Written & Verbal Communication Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Demonstrated ability to effectively present information and respond to questions from groups and individuals.

Equal Opportunity

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

Competitive Benefits

- 🏠 100 % Employer Paid Medical, Dental, and Vision Insurance
- 🏠 403 B match
- 🏠 4 weeks vacation
- 🏠 # paid holidays off
- 🏠 12 Sick days annually

- 🏠 10 Covid-19 sick days a year
- 🏠 Employee Assistance Program
- 🏠 Free lunch, and more
- 🏠 Comprehensive list of benefits included in the Employment Offer letter.
- 🏠 Flexible hybrid remote schedule 2 days per week after the completion of the 90-day probation period

To Apply

Send resumes to: careers@hbofm.org

**\$125,000-\$150,000 per year DOE with a competitive benefits package which includes 100% employer paid medical and dental insurance, 4 weeks' vacation, and access to a 403b retirement plan. Under California law, Homeward Bound is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary or hourly rate outside of the range posted in this job announcement. This range considers the wide range of factors that are considered in making compensation decision including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. Salary and hourly rate offers are determined based on final candidate qualifications and experience.*