FINANCE DIRECTOR

04/2020

Meals on Wheels Diablo Region, a dynamic, mission-focused non-profit in Walnut Creek, CA has an outstanding opportunity for a highly professional leader to join our team as Finance Director.

MISSION STATEMENT:
Meals on Wheels Diablo Region enhances the lives of older adults who have a full range of needs by providing coordinated care, enabling them to live independently and with dignity for as long as possible.

PRIMARY DESCRIPTION:
MOW Diablo Region is seeking a mission-driven strategic leader with experience in nonprofit or government finance. The Finance Director will work closely with the Executive Director in determining the long-term financial goals and developing strategies to achieve the financial objectives of MOW Diablo Region, an organization with a $2.7M budget. The Finance Director is responsible for the supervision of two staff members; the Senior Accountant and the Revenue and Contracts Specialist. Reporting to the Executive Director, the Finance Director is also a critical member of the leadership team responsible for strategic decision making.

DUTIES AND RESPONSIBILITIES

- Direct the day to day accounting operations including oversight of accounts payable, billing and accounts receivable, payroll, and maintenance of the general ledger
- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements to the Executive Director, Finance Committee, and Board of Directors
- Lead the annual budgeting and planning process with input from senior leadership staff
- Oversee audit and tax functions, coordinate activities with outside audit firm
- Designs, implements, and maintains all MOW Diablo Region accounting functions and controls
- Develop and document Finance Policy and Procedures Manual
- Manage organizational cash flow and forecasting
- Review government contracts and requests for reimbursements for several government funding streams
- Manage banking and investment advisor relationships
• Monitors and evaluates investment performance and ensures compliance with the investment policy statement
• Produce grant budgets and financial reports for foundation and other grants
• Remain up to date on best practices in nonprofit finance, business systems, internal control measures, and state and federal law regarding nonprofit finance
• Lead relationship with Finance Committee, liaise as required with the Board of Directors
• Maintain relationships with lead financial staff at major government funding agencies

REQUIRED SKILLS
• Ability to gather and analyze data; prepare clear, concise and effective reports and recommendations; analyze problems, consider alternatives, draw logical conclusions, and adopt appropriate solutions
• Effectively manage complex projects
• Exhibit initiative, integrity, and sound judgment; coordinate multiple activities with minimal supervision; maintain confidentiality; organize work, set priorities meet deadlines and follow-up on assignments; understand and follow oral and written instructions
• Excellent organizational and interpersonal skills: effectively collaborate with program and fundraising colleagues who may not have financial backgrounds
• Understand, interpret and apply pertinent provisions of laws, rules, policies, legislation and other instructions
• Supervise, train and evaluate direct reports as needed

EDUCATION & EXPERIENCE REQUIRED
• Relevant 4-year degree and a minimum of 4 - 5 years of experience as an accountant/finance professional are both required
• Strong business acumen
• Supervisory and leadership experience
• Highly skilled in Word, Excel, Outlook, and QuickBooks
• Demonstrated ability to work effectively with staff and board
• Ability to set priorities, fulfill responsibilities and organize department with minimal supervision
• Experience managing ongoing projects simultaneously and handling competing deadlines
• Working knowledge of GAAP, audits, and other regulatory requirements in the financial field
**BENEFITS**

Full time employees after 90 days are eligible for a contribution towards employee medical benefits (health, vision, and dental), a 3% matching contribution to the company 401k, 15 days of PTO accrued annually, and 11 paid holidays.

**SALARY:** $80,000 per annum

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, citizenship status or any other category protected by applicable federal, state, or local laws.

**HOW TO APPLY**

Please email a cover letter and a resume with ‘MOWDR Finance Director’ in the subject line to:

Michael Inserra, Alchemy Search Partners

minserra@soapprojects.com