

TITLE: Director of Finance  
HOURS: Full Time, Remote  
JOB STATUS: Salaried/Exempt

#### ABOUT

Domestic Abuse & Sexual Assault Intervention Services (DASI) is a non-profit organization in existence for 37 years. Our mission is to provide comprehensive services to individuals impacted by domestic violence, sexual violence, stalking, and human trafficking. We hold ourselves accountable in our work to dismantle the unique barriers faced by survivors, to confront systemic injustice, and to drive social change. We engage in transformative practices and aspire to create a strong, empathetic, healthy, and supportive community free of power-based violence. We strive to empower survivors, to create physical, emotional, and psychological safety, and to recognize the fundamental value and dignity of all.

#### POSITION OVERVIEW

As a key member of the DASI leadership team, the Finance Director (FD) holds primary responsibility for the management of finances, including annual budget planning, cost allocation, long term scenario planning, cash flow forecasting, financial data analysis, internal control protocols/policies, record-keeping for financial grant and legal-related compliance and reporting.

The FD provides the CEO, Board of Trustees, and department leaders with the necessary information and analysis required to ensure the financial integrity and operational effectiveness of the organization. The FD reports to the CEO and is responsible for the oversight of the Finance Assistant and Grants Writer/Manager.

The ideal candidate for this position has at least 5 years' experience working in the finance department of a nonprofit that manages federal, state, and other grants. The ideal candidate is a strong, energetic leader with proven analytical skills and the ability to work collaboratively, successfully lead teams, set, and fulfill strategic goals, and able to create a long-term vision for the continued growth of the organization while managing the financial operations of a fast-paced and culturally inclusive, non-profit organization.

#### RELATIONSHIPS

Reports to: CEO

Leads and Manages: Finance Assistant and Grants Writer/Manager

Other Key Relationships: Board of Trustees, department leaders, banking relations, high-end financial contacts, government, foundation and private funders and fiscal organizations.

## MAJOR RESPONSIBILITIES

### Department and Organizational Leadership:

- Participate in leadership and other management team meetings.
- Lead the Finance Team through supervision, training, and evaluation to ensure compliance with all Generally Accepted Accounting Principles, grant requirements, and certification requirements.
- Provide the CEO, Board of Trustees, and department leaders with analyses of financial data to facilitate decision-making and ensure financial compliance and accountability.
- Provide training to all new DASI department leaders regarding fiscal and grant requirements.
- Engage in special projects as assigned.

### Financial, Budgeting and Reporting:

- Lead the development and monitoring of annual organization and department budgets, allocations, and financial forecasts and track decisions related to budgeting throughout the year.
- Generate master grant allocation worksheet in accordance with government funding sources and foundations.
- Monitor cash flow and maintain monthly reports.
- Ensures timeliness, accuracy and usefulness of financial reporting including grant and contract related filing requirements and invoicing.
- Oversees all grant and contract fiscal compliance, including documentation, fiscal report deadlines, and timeliness of invoices and monthly financials.
- Monitor fiscal compliance with federal funders, foundations, and earned revenue.
- Ensures all expenditures are accurate and comply with grant budgets and guidelines.
- Manage banking relationships and other high-end financial contacts.
- Manage annual audits and proper filing of tax returns.
- Develop and maintain fiscal records, accounting policies/procedures, and fiscal reporting systems.
- Prepare monthly financial statements for the CEO and Board of Trustees, including analysis of significant variances.
- Review budget to actual reports by departments, monitor progress, and alert the CEO to any significant variances.
- Explain and interpret policies, procedures, regulations, and formulas regarding grants and contracts.
- Develop tools/reports/dashboards that will enhance the CEO and Boards' ability to fulfill their fiduciary responsibilities.

## REQUIREMENTS

- Requires a financial or nonprofit business degree or minimum of 10 years of relevant experience.
- Minimum 5 years' experience with a non-profit:
  - Preparing budgets, financial statements, and cash flow projections
  - Managing compliance with state and federal funding and labor mandates

- Capacity to perform all functions of accounting, bookkeeping, and financial forecasting
- Non-profit fund accounting and compliance for multiple departments with multiple governmental funding sources
- Timely completion of month-end close, accounts receivables and billings
- Non-profit government/grant invoicing and financial reporting
- Proven ability to manage complex financial systems and processes.
- Highly organized, flexible, detailed oriented with a strong sense of accountability
- Ability to maintain security and confidentiality required by the organization
- High level of proficiency in Office 365 and QuickBooks accounting software
- Excellent communication and analytic skills, written and oral
- Strong training, coaching, and supervision skills
- Ability to work effectively and respectfully with diverse communities of staff, external business contacts, and funders.
- Must have valid driver's license and access to a car during working hours.
- Alignment with DASI's mission, vision, and DEI statements
- Complete DASI's 60-hour training course within the first 3 months of employment

#### DASI IS AN EQUAL OPPORTUNITY EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. Diversity is celebrated.

Salary range \$60,000-\$65,000

Please send cover letter and resume to [spangenberg@dasi.org](mailto:spangenberg@dasi.org)

3/8/2022