



ADELANTE MUJERES DIRECTOR of FINANCE AND OPERATIONS POSITION

Job Announcement

SUMMARY

Adelante Mujeres provides holistic education and empowerment opportunities to low income Latina women and their families to ensure full participation and active leadership in the community. The Director of Finance and Operations (DFO) reports to the Executive Director and serves as an integral member of the senior management team in support of Adelante Mujeres' vision, values, direction and policies. The DFO supports the Executive Director and Board on financial and operational strategy in the development of short and long-range plans. The role is designed to help position Adelante Mujeres for its next stage of growth and success.

RESPONSIBILITIES

The DFO advances and manages the financial systems needed to support Adelante Mujeres' strategic objectives, including finance, accounting, grants/contracts management & financial reporting. The DFO also oversees facilities and IT.

Finance and Accounting

- Supervises finance assistant and contract bookkeeper
- Develops and manages monthly financial systems to ensure accurate reporting of all financial data
- Manages annual budgeting process
- Oversee the annual audit process
- Provides budget support and training for Program Directors
- Administers employee payroll and benefits plan
- Manages grant and contract financial deliverables and reporting
- Serves as primary liaison to Board of Directors' Finance Committee, working closely with the committee to strengthen Adelante's financial systems
- Prepares quarterly financial reports for Board of Directors and provides financial information as needed at bi-monthly board meetings
- Produces monthly cash flow forecast
- Continuously improves and documents the finance and accounting processes

Operations, Facilities Management and IT

- Leads efforts around operational execution, efficiency and compliance
- Supervises maintenance of the facility, including vendor coordination and contracts
- Coordinates development of IT strategy and implementation of new IT processes, supervises IT personnel

QUALIFICATIONS

- Committed to the mission and values of Adelante Mujeres

- Entrepreneurial spirit and visionary team player who can positively and productively impact both strategic and tactical finance and operations initiatives
- Minimum five years experience managing financial operations for a nonprofit, foundation, or business, including budgeting, accounting, payroll/benefits administration and financial reporting
- Experience working with a Board of Directors
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with staff, board of directors, and community partners
- Bi-cultural understanding and/or background required; proficiency in Spanish preferred
- Bachelor's in business, finance or related degree, master's preferred
- Ability to complete some work after business hours; ability to travel to off-site venues for meetings and events is required

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HOURS/BENEFITS

- Salary range: \$55,000 - \$70,000 depending on qualifications
- Full-time, exempt position
- Benefits: health, dental and life insurance, professional development opportunities, paid holidays (12 days annually), sick days (up to 12 days annually) and vacation per year (20 days years one through five, 25 days after five years)
- Opportunity for broad and impactful work with a visionary, growing organization

TO APPLY

Please submit the following material electronically (PDF preferred) to jobs@adelantemujeres.org. (no phone calls, please)

- A one-page cover letter clearly outlining the specific skills and knowledge you bring to the job and why you are a good fit for this position
- A resume detailing relevant experience, work history, education and accomplishments
- Three professional references

Closing date: Open until filled

Anticipated start date: August 2016

Adelante Mujeres is an Equal Opportunity Employer committed to racial, ethnic, and cultural diversity.