

Community Youth Services is recruiting for a full-time Finance Director. This position oversees all financial and accounting responsibilities at Community Youth Services.

\$6,649 - \$6,835 / month

POSITION QUALIFICATIONS:

1. Bachelor's degree in business, finance or accounting with five years of progressively responsible positions in nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.

OR

Master's degree in Business Administration and three years' experience of progressively responsible positions in nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.

2. Experience working Blackbaud, Raiser's Edge and Financial Edge,
3. Experience managing the financial and accounting responsibilities related to Medicaid funded grants,
4. Experience with revenue cycle management,
5. Demonstrated leadership ability, team management, and interpersonal skills.
6. Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
7. Must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace, and
8. Ability to establish and maintain positive leadership model.

AGENCY QUALIFICATIONS:

1. The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person,
2. Professional and personal conduct that maintains a personal and professional background so that criminal history remains free from unlawful conduct. ,
3. A valid Washington State Driver License with a three-year good driving record. The ability to pass and maintain a clean driving records check. Professional or personal conduct that results in a restricted or denied driving status could result in termination of employment,
4. Proof of personal auto insurance levels at or above a \$100,000/\$300,000 combined single limit must be provided once offer of employment is accepted,
5. A sensitivity and responsiveness to the cultural differences in the organization's employment and service population,
6. Must possess, or obtain within 30 days of employment CPR/1st Aid/Bloodborne Pathogen certification, and
7. Strong interpersonal skills, including the ability to work as part of a team.(EOE)

MAJOR RESPONSIBILITIES AND RELATED TASKS:

A. Finance & Accounting:

1. Staffs and coordinates the Finance and Investment Committee for the Board of Directors. Includes reviewing and reporting monthly financials and endowment and reserve funds,
2. Facilitates auditor selection and engagement. Ensures that an annual audit and 5500 audits are completed with an unqualified opinion; Oversees agency responses to program audit

findings. Works with external CPA to complete 990 and form 5500

3. Helps to acquire financial and other resources to accomplish the goals of the agency. Is expected to be a member of the grant writing team and may write sections of grants, review grants prior to submission, make funding request presentations, develop budgets and seek new program opportunities for CYS,
4. Maintains good working relationships with Federal, State, and local governmental funding agencies by providing accurate information in a timely manner,
5. Applies for and maintains federally approved indirect cost rate,
6. Works with Human Resources and Third Party Administrator to complete and maintain compliance with retirement plan,
7. Reviews all agency contracts prior to signature and assures that CYS is in compliance with contractual expectations,
8. Develops and maintains agency internal controls,
9. Prepares letters, presentations, reports, documents and other written materials. Also responsible for developing written materials which may go out under the CEO's signature,
10. Maintains an agency risk management plan and monitors and manages risk and is responsible for procuring and reviewing insurance products, and
11. Works in coordination with HR Director to select and administer employee benefit insurance products.
12. Oversee cash flow planning, cash, investment and asset management to ensure availability of funds as needed.
13. Oversee financing strategies and activities, as well as banking relationships.
14. Oversees the maintenance of all accounting systems,
15. Develop and utilize forward-looking, predictive models and activity-based financial analysis to provide insight into CYS operations and business plans.

B. Planning, Policy, and Investor Relations:

1. Designs and leads the agency's annual budgeting process, including presenting the final budget to the Board of Directors,
2. Works with Program Directors to develop and manage program budgets and deal with ongoing budget issues to ensure the agency remains fiscally accountable,
3. Develop financial business plans and forecasts.
4. Participate in policy development as a member of the senior leadership team.
5. Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
6. Represent CYS to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
7. Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

A. Supervision/Staff Management:

1. Plans and leads regular staff meetings in order to keep staff well informed, develop skills, set directions and track goals,
2. Meets with staff on an monthly basis in order to review performance and goals and provides

assistance where needed to reach those goals,

3. Provides leadership for program direction, and provides support, direction and training for staff, and
4. Recruits, hires, trains and supervises qualified staff, interns, and/or work study participants.

Check out our benefit package on our website

<http://www.communityyouthservices.org/employment.shtml>

ALL ITEMS MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR THE POSITION:

1. Resume and cover letter
2. CYS Employment Application <http://www.communityyouthservices.org/employment.shtml>
There are two versions on our website – a fillable Word version and a printable pdf version.
You can submit either one.

Email to hr@communityyouthservices.org - Reference Finance Director in the subject line

You will need to submit a driver's abstract before an interview will be scheduled.

** No phone calls please **