

Director of Finance

Lake Worth Beach, FL United States | Compass LGBTQ Center | Full-time, Onsite

Compass LGBTQ Community Center is growing and seeks to hire a full time Director of Finance. This position manages the financial resources of the organization including accounting, finance, program and total agency budget of \$3m in accordance with generally accepted accounting principles and organization/contract policies and procedures. The position safeguards assets through the maintenance of proper controls. It also develops and maintains effective administrative systems including the Center's human resources functions. This position reports to the Executive Director, works with a 3 person Executive team and will become a member of the organization's directors team. Compass' budget is currently \$3.0M with a staff of 24 full time and 3 part time employees. Just over 50% of income for the current year comes from government contracts. The candidate should align with organizational values that include a demonstrated commitment to diversity, equity and inclusion, commitment to serve the most vulnerable, and accountability and transparency.

ESSENTIAL JOB FUNCTIONS

Budget, Finance, and Accounting

- Oversee and lead the annual budgeting process in conjunction with the Executive Director. Administer and review all department financial plans and budgets; monitor progress and changes; and keep leadership abreast of the organization's financial status. Work with program directors/managers to develop annual department budgets and an integrated agency budget.
- Maintain accurate and up-to-date financial records and cash flow projections.
- Track all revenue and expenditures in relation to the budget and supply monthly reports to the executive leadership and the finance committee of the Board of Directors.
- Develop and monitor budgets for government and non-government contracts and grants.
- Ensure financial management system, finance related policies and processes include all appropriate controls to maintain the fiscal integrity of the organization.
- Lead the annual financial audit process and tax preparation, including solicitation of audit bids, staffing of the audit committee, and resolution of any open points. Complete all year end closing, pre-audit reconciliations, and audit field work. Review audit reports and annual tax returns.
- Maintain fiscal compliance with all government and private funding sources as well as local, state and federal agencies. Oversee regular reporting to appropriate staff on the financial

status of all restricted grants. Coordinate with appropriate staff to ensure that all grant-reporting is accurate, complete and submitted on time.

- Perform accounting operations including bookkeeping, financial statements and reporting.
- Perform all financial functions including cash receipts, billing and accounts receivable, cash disbursements and accounts payable, payroll, general ledger, grant/contract invoicing, and cash flow.
- Complete some direct finance tasks such as bank reconciliations to ensure separation of accounting responsibilities.

Administration

- Liaise between Payroll Employer Company Administer in annual enrollment of employee benefits; new employee on-boarding and payroll approvals; manage open-enrollment process and oversee payroll system.
- Oversee risk management and insurance policies including general liability, property and equipment, and D&O insurance.
- Responsible for developing and updating all human resource policies relating to legal and administrative compliance
- Ensure all periodic national, state and local filings are completed (e.g., annual tax filings, workers' compensation and unemployment and insurance filings, tax exemption filings, non-profit and fundraising registrations.
- Negotiate and maintain vendor contracts related to finance and administration.
- Oversee general office management for the organization.

QUALIFICATIONS

- Commitment to the mission of Compass and strong commitment to racial, social and economic justice. Understanding of the needs of vulnerable LGBTQ communities, strategies to meet their needs, and ability to work with a broad range of constituents and stakeholders representing the full diversity of the LGBTQ and allied communities.
- Seven to 10 years of strong financial management experience with at least five years in senior finance leadership roles (including Director of Finance, Chief Financial Officer or equivalent) required. Bachelor's degree and/or professional financial certification such as CPA, CMA or MBA preferred.
- Experience working in the non-profit sector, nonprofit accounting, compliance and reporting particularly for fast-growing environments with limited budgets and resources is preferred. Experience in financial analysis and control functions; strong financial modeling skills desired.
- Solid experience coordinating audit activities and managing reporting, preparing financial statements and reports, budget development and analysis, accounts payable and receivable, general ledger and payroll preferred.
- Experience in management and reporting of government and non-government grants including budgeting, fund accounting, grant and contracts administration, is necessary.

- Proven effectiveness managing others empowering them to make decisions. Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Knowledge of accounting and reporting software, Excel, Word, etc. Knowledge of QuickBooks is desirable.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making. Excellent oral, written and interpersonal skills are required.
- Innovative approaches to streamlining processes are welcome, highly organized with ability to maintain attention to detail and the ability to adapt to changing environments and priorities are required.

COMPENSATION AND BENEFITS

\$75,000/year (salary negotiable upon experience), including 100% employer-paid medical insurance, dental, vision, flexible health spending account as well as paid time off (vacation, mental wellness days and family/individual sick PTO, & holidays)

Compass LGBTQ Community Center www.compassglcc.com

Compass' mission is to engage, empower and enrich the lives of LGBTQ people and those impacted by HIV/AIDS.

EQUAL OPPORTUNITY

Compass is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, nonbinary or intersex are encouraged to apply. Compass maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

All resumes and cover letters can be submitted to julie@compassglcc.com. No phone calls or walk-ins accepted.