

Health Emergency Lifeline Programs (HELP)/Corktown Health Center (CHC)
1726 Howard Street, Detroit, MI 48216 • (313) 832-3300

FINANCE DIRECTOR – JOB POSTING

The Finance Director is responsible for the organization's accounting and financial operations including reporting, budgeting, accounts receivable, accounts payable, taxes, audits and grant/contract compliance.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Accounting, Business or Finance required; CPA and/or Master's degree preferred. Must have at least five years of progressive experience in nonprofit finance and accounting preferably with leadership experience.

REQUIRED SKILLS

- In-depth knowledge of accounting, financial reporting, GAAP and risk management.
- Knowledge and experience working with federal grants and agreements, A-133/Super Circular requirements and nonprofit accounting practices including FASB 116 & 117 and ASU 2016-14.
- Solid experience in coordinating audit activities, managing reporting, accounts payable, accounts receivable, general ledger, fixed assets, accounting for investments and related entities.
- Proven experience implementing best practices.
- Excellent interpersonal and communication skills, ability to interact with all levels of staff and to explain accounting terms to non-accountants; ability to effectively communicate key data and deliver presentations to Executive/Board leadership.
- Technology-proficient with advanced experience using accounting software and Microsoft Office Suite. Knowledgeable in selecting and overseeing software and systems implementations.
- Experience in grants management and reporting for government, corporate and foundation grants.
- Outstanding analytical and problem-solving skills to support the organization's strategic efforts with data and financial expertise.

PRIMARY RESPONSIBILITIES

Finance and Accounting

- Ensure accounts, ledgers and reports comply with GAAP, regulatory and grant/contract requirements.
- Prepare, review and approve financial statements, month-end reconciliations and reports for accuracy and timely distribution to senior leadership. Monitor and evaluate financial performance monthly to keep management team apprised of financial status.
- Maintain internal control and safeguards for receipts, payments, invoices, fixed assets, donations and recording transactions.
- Serve as the primary lead to coordinate audit activities, tax compliance and reporting.
- Recommend and implement improvements in accounting processes to increase efficiency and accuracy. Provide guidance to stakeholders on finance and accounting best practices to support effective program delivery.
- Develop financial analyses, forecasting models and reports for senior leadership, the Board of Directors, committees, program managers and others as needed.
- Prepare monthly financial status reports and invoices for grants and contracts.

Budgeting

- Lead annual organization level budget processes and monthly budget reviews.
- Develop grant/contract specific budgets. Manage and optimize grant budgeting/expense allocations including indirect costs related to government and corporate funding sources.

Cash Management

- Monitor account balances and recommend necessary cash transfers.

Internal Controls

- Develop, update and communicate Finance and Accounting related policies and procedures.
- Review and update finance related SOPs. Coordinate with senior leadership to assign/update roles and responsibilities to ensure separation of duties, efficiency and effectiveness.
- Administer established internal controls and recommend changes as necessary. Assess and update controls for assets including maintaining the fixed assets ledger and periodic inventory processes.

Team Leadership

- Motivate and implement training programs for team members to develop skills and increase knowledge base; clarify roles and responsibilities while building a supportive team environment.
- Strengthen internal communications with staff; promote process efficiency and accuracy across functions.

SUPERVISORY RESPONSIBILITIES

This position may supervise finance, accounting and other staff as assigned.

TRAVEL

This position may require some in-state travel.

SALARY RANGE & BENEFITS

- \$60,000- \$70,000 annual salary range
- Benefits include paid time off, agency recognized holidays, medical, vision, dental, disability and life insurance after 90 days, subject to agency and insurance eligibility criteria.

SCHEDULE & WORKING CONDITIONS

This position is full time, predominantly during business hours Monday through Friday and may require some evening and weekend hours. The position is based in Detroit. Work is generally performed within the office environment and includes significant phone and email contact with staff, grantees, and the general public. This position reports to the CEO.

TO APPLY

Send cover letter and resume to info@helpoffice.org and include Finance Director in the subject line. No phone calls and no recruiters, please. Applicants responding by April 23, 2018 will receive priority consideration.

HELP is an Equal Opportunity Employer and values a diverse workforce. HELP does not discriminate on the basis of age, race, color, religion, national origin, gender, gender expression, gender identity, sexual orientation, genetic information, veteran status, physical or mental disability and any other categories protected by applicable federal, state or local law. Applicants who identify as LGBTQ+ and those who represent minority and/or underserved communities are strongly encouraged to apply.