



SUMMARY POSITION DESCRIPTION DIRECTOR OF FINANCE

The Organization

The Family Independence Initiative is a national organization developing a platform for social and economic mobility, which over this last decade has demonstrated that investing in people's strengths and initiative delivers stronger, more sustainable and cost effective outcomes for working poor families. Our strength-based approach, as radical and as old as our democracy, is inspired by the historical successes of poor communities in the U.S.

FII has proven that galvanizing social networks in low-income communities, honoring the self-determination of individual families, and leveraging existing capacities results in dramatic community improvement. Our multi-city demonstrations deliver measurable results for families, funders, and policy makers to break the cycle of poverty.

FII is at an inflection point where tremendous potential exists for us to grow on a national scale. Recent media exposure and a growing set of influential supporters have positioned FII to expand its impact with the potential of creating a new attitude and system of support for working families. FII also has a growing cadre of families that are willing to act as advocates and who we will count on to begin a more ground up movement.

Headquartered in Oakland, California with projects in seven cities nationally. FII is supported primarily by private contributions from Foundations and individuals. It has a current annual budget of \$8 million.

The Position

Reporting to the CEO, the Director of Finance will be responsible for oversight of all financial accounting, budgeting and reporting activities. The Director of Finance is FII's senior financial manager and will prepare and present financial and budgetary presentations to the board of directors, finance committee, audit committee and management and will work closely with the senior leadership team.

The Director of Finance will lead all day-to-day financial accounting and reporting for an organization with an annual budget of \$8 million, including functional responsibility over FII's financial accounting system (QuickBooks Online), annual operating budget, and monthly and year-end closing and financial reporting. The Director of Finance will ensure that FII's accounting records are accurate and complete and that FII is fully prepared to successfully conduct its annual financial statement audit.

FII has a lean organization and the Director of Finance is supported by the VP and NorCal Director (payroll & HR) and the Office and Operations Manager (A/P & miscellaneous revenue). The Director of Finance's work ranges from recording of revenue and payroll journal entries to preparing and presenting board-level financial and budget reports. FII is also a virtual organization, with staff working remotely from their home offices and meeting in person at FII's corporate offices and virtually in conference calls and teleconferences.

Responsibilities

- Oversee all financial accounts, ledgers, and reporting systems from data entry to financial closing, ensuring compliance with appropriate GAAP standards and requirements.
- Prepare FII's annual operating budget and track the organization's performance during the year.
- Coordinate all audit preparation and support activity.



- Analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of FII's financial status.
- Support the board's audit and finance committees around issues and trends in financial operating models, results and the annual financial audit.
- Oversee all financial, project/program and grants accounting; prepare site budget templates and provide oversight of the grant proposal budgets and grant financial reports prepared by the development staff.
- Manage organizational cash flow and assist the CEO in adjusting cash outflows so as to minimize operational fluctuations.
- Provide guidance to the staff in financial accounting and tax matters and the appropriate recording of revenue and other transactions.

Qualifications

A minimum of seven to ten years of accounting and finance experience at a managerial level, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. The Director of Finance must be able to work with minimal supervision and be able to work effectively independently and across disciplines with team members in development, technology and operations.

Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to FII's mission; a proactive, hands-on strategic thinker who will own, in partnership with leadership team, the responsibility for financial accounting and reporting.
- BA and CPA.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll.
- Experience with foundation and governmental grants as it relates to compliance and reporting.
- Knowledge of accounting and reporting software, including on-line accounting systems.
- Commitment to mentoring; the foresight and ability to delegate accordingly.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.

Compensation

This is a full-time position with a competitive benefits package, including medical, dental, and vision, 401(k), and vacation. Salary is commensurate with experience.

To Apply

To be considered for this exciting opportunity please submit a resume and cover letter via email, with subject line "Director of Finance" to Jesus Gerena: jesus@fii.org.