



YWCA Metropolitan Phoenix

Job Description: Director of Finance, Operations & Human Resources

Reports to CEO

Full-time/Exempt

Salary commensurate with experience and skill sets in the various roles and attributes (\$65,000 - \$85,000)

Medical, dental, vision and insurance, as well as a retirement plan and 403(b) to eligible individuals.

Anticipate 60-80% on site at Agency's Glendale office

Director of Finance, Operations & Human Resources

YWCA Metropolitan Phoenix is a 501(c)3 non-profit organization with a mission of eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. We've been at the forefront of the most pressing social movements for more than a century, combining community services and programming with advocacy and public policy efforts in the areas of racial justice and civil rights, empowerment and economic advancement of women and girls, and health and safety of women and girls. Become a part of the dedicated team of people who embrace and support our mission and work in an environment where you can impact the lives of others each and every day.

The primary function will be that of Finance Director, as such the essential duties are:

- **Big Picture:** Provide financial analysis for strategic planning and long-term initiatives; Build and assess various financial resource allocations to assure the organization's long-term viability.
- **Budget:** Plan, coordinate and execute the annual budget process; closely monitor budget and budget-to-actual spending; Provide training to staff on management of department budgets.
- **Financial Reports:** Produce, review and share monthly reports including Balance Sheet, Statement of Activities (and by function/program), dashboard and more.
- **Accounting:** Ensure reconciliation of bank and investment statements monthly and oversee month-end close.
- **Banking:** Continuously manage all banking and investment relationships; Conduct banking activities (deposits, credit card access, etc.)
- **Audit:** Serve as primary liaison with organization's auditor to ensure a successful year-end audit, including a Single Audit, when required and other accounting related items; assist Audit Committee with RFP for Audit services as required.

- Risk Assessment: Be diligent in monitoring agency resources and keep the CEO and Board informed of any concerns regarding financial management, cash flow or other areas of financial risk.
- Policy: Maintain GAAP-compliant finance policies, procedures and operations.
- Board/Committee Leadership: Act as liaison and provide support to the CEO and the Board Treasurer and organization's Finance, Investment and Audit committees, including coordinating monthly/quarterly meetings. Provide finance training to the Board of Directors.

Additional duties of this role may include:

Operations & Facilities

- Insurance: Procure, monitor, and manage organization's business and benefit insurance policies; Manage relationship with insurance providers to ensure adequate coverage at all times, obtain insurance certificates as needed, process claims, etc.
- Risk management: Oversee risk management and legal activities including letters of agreement, contracts, leases, and other legal documents.
- Facility: Ensure the safety, security, and functionality of Organization's facilities; oversee maintenance and capital improvement projects; assist with planning, design and implementation of a master plan for the agency's property.
- Vendors: Oversee the management of outsourced janitorial, maintenance, and other services

Human Resources

- Policy: Develop and implement updates to human resources policies and strategy as needed; model and enforce organizational policies; update Employee Handbook as necessary.
- Employees: Oversees all human resources functions including payroll, recruiting, new employee orientations, compensation, benefits management, retention strategies, regulatory and legal compliance, and performance reviews (feedback loops).

Information Technology

- Strategy: Work with internal and external IT staff to assess organization's needs, oversee creation of an IT plan for the organization and implement the plan
- Systems: Support IT & Facilities providers to ensure proper management of the ongoing maintenance and updating of information systems and infrastructure, including hardware, software, and applications.
- Security: Maintain a record of organization logins and passwords for all IT related items such as website, server, email, etc.
- Compliance: Ensure that organization complies with all applicable data security regulations.

Organizational Leadership

- Culture: Act as a workplace culture leader and model values-based interactions with colleagues;
- Team participation: Actively participate as a thought partner with the CEO and other members of the Leadership Team to co-create organizational decisions and provide peer support to other team members.
- Supervision: Provides supervision to department staff and conduct annual feedback loops; mentor and develop employees using a supportive and collaborative approach.
- Engage in and have a commitment to one's own Racial Justice journey and other aspects of YWCA mission.

Position Qualifications:

- Licensure as a Certified Public Accountant (CPA) is strongly preferred
- Professional experience working with confidential and sensitive information
- Knowledge of state and federal tax form processes and how to accurately properly prepare forms for each
- Ability to prioritize daily tasks and meet timely obligations with many clients
- Knowledge of accounting processes and advanced mathematical skills
- Experience consulting tax handbooks or other printed materials to determine the proper procedure for preparing challenging returns
- Skilled using various accounting software and experience in troubleshooting common accounting program problems
- Personal integrity when working with personal and sensitive financial information
- Professional experience in financial forecasting and risk analysis

How to apply:

Interested parties to email resume and cover letter to debbie@ywcaaz.org and lorena@ywcaaz.org.

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will do our best work with you to meet your needs.