Position Title: Director of Finance

Reports To: Executive Director

Purpose:

The Director of Finance plays a critical leadership role in overseeing PCSI's financial strategy and operations. Reporting directly to the Executive Director, this position is responsible for directing all financial functions of the organization and, in addition to overseeing daily financial operations, will be a critical partner in ensuring the agency's stability, success, and growth.

The ideal candidate will have demonstrated success overseeing financial operations, including budgeting, reporting, and internal controls for complex nonprofit organizations with diverse funding streams, including federal and state grants and contracts. Strong leadership and communication skills are essential. The candidate will be committed to supporting colleagues and fostering a workplace culture rooted in dignity and respect, while consistently exemplifying our core values: integrity, exceptional customer service, community engagement, results-driven performance, accountability, and innovation.

Job Functions and Responsibilities

Financial Operations & Accounting

- Responsible for the timeliness, completeness, and accuracy of financial operations in the organization including: accounting, financial analysis and projections, accounts payable and receivable, payroll, budgeting, internal and external reporting, grants application support, submission of grant reimbursement requests, and the administration of fiscal aspects of all grants.
- Oversee the full-time accounting assistant.
- Ensure the proper maintenance of all accounting systems and functions.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure the timely preparation, accuracy, and communication of monthly and annual financial statements.
- Oversee cash flow planning and ensure availability of funds as needed.

Budgeting & Financial Planning

- Develop and maintain the budgets for the organization, including ensuring compliance with state and federal guidelines
- Allocate funds for each program area, ensuring the financial stability of the organization and the accuracy and integrity of its financial systems.
- Develop financial business plans and forecasts.

- Monitor the performance of each program's budget and expenditures through regular financial analysis, including impact of proposed program actions on the whole of the organization, and evaluation of trends.

Compliance & Risk Management

- Ensure compliance with all federal, state and local regulations regarding the administration of grants and funding.
- Coordinate audits and proper filing of tax returns and business documents to maintain compliance.
- Ensure legal and regulatory compliance regarding all financial functions.
- Lead financial risk management and compliance initiatives.

Reporting & Stakeholder Engagement

- Ensure accurate and timely financial reporting to all funding sources and stakeholders.
- Represent the agency to financial partners, including financial institutions, auditors, public officials, etc.

Facilities Management

- Provide supervisory oversight of the part-time Facilities Manager.
- Liaise with vendors to ensure timely delivery of essential services.
- Support compliance with workplace safety and operational standards.

Qualifications:

- Bachelor's degree in accounting, finance, or a closely related field. Master's degree or CPA preferred.
- Experience working in a complex nonprofit with multiple funding sources including government (federal and state) grants and contracts &/or experience in a government setting, preferably with a Certified Government Financial Manager credential.
- Experience in nonprofit accounting, including fund accounting, grant management, compliance, and reporting, and online accounting software.
- At least five years' experience in a mid- or senior-level finance position.
- Strong analytical and problem-solving skills.
- Proven leadership and management skills.
- Ability to adapt to a continually evolving environment, prioritize competing priorities and thrive in an autonomous and deadline-oriented workplace, while also working collaboratively when needed.
- Must be able to obtain federal and state clearances

Salary and Benefits:

- Competitive annual salary: $90,000-$100,000, commensurate with experience
- Comprehensive benefits package including Medical, Dental, and Vision insurance with generous premium support for household members
- Simple IRA Employer Contribution
- 11 Paid Holidays
- Access to Employee Assistance Program
- Free parking in North Oakland

Physical Requirements:

- This is primarily a sedentary role with extended periods of sitting in an office setting.
    - Push/pull, lift/move up to 25 pounds.
    - Manual dexterity: Perform moderately difficult manipulation - typing, filing, writing, issuing supplies.
    - Coordination: Perform tasks which require foot and/or hand/eye coordination – typing, data entry.
    - Mobility: Walk, stand, sit for prolonged periods of time.
    - Speech: Must be able to communicate clearly and effectively in verbal interaction.
    - Vision: Must be able to visually inspect financial documents.
    - Hearing: Receive verbal instructions, answer phones, intercom.
    - Concentration: Able to concentrate on fine detail with some interruption.
    - Attention Span: Able to attend to task function for more than 60 minutes.
    - Conceptualization: Able to understand and relate to theories behind several related concepts.
    - Memory: Able to remember multiple verbal and written task assignments given at beginning of a period extending over long period of time.
    - Environmental Conditions: Indoor work.

Interested applicants should send a resume and cover letter to sarahc@pghcsi.org