

Director of Finance & Administration

Organization

The Battered Women's Justice Project (BWJP) is a national resource center on the civil and criminal justice system response to intimate partner violence (IPV). Under federal grants, BWJP conducts trainings on related issues and provides on-site consultation to jurisdictions around the country seeking to improve victim safety and offender accountability. See website: www.bwjp.org.

Position Description

Reporting directly to the Executive Director, the Director of Finance & Administration will provide financial expertise, human resource management and analysis to BWJP's staff, the Leadership Team and BWJP's Board of Directors. The position is also responsible for technology budgeting and planning. The Director of Finance & Administration maintains all public records of the 501c3 and is a member of BWJP's leadership team.

Responsibilities:

Leadership & Management

- Member of leadership team – Executive Director, Program Directors, Director of Finance & Administration
- Lead, coach, develop and retain accounting and administrative team staffs
- Lead, coach and develop program managers knowledge of budgeting and financial management of contract and grant obligations
- Provide grant management data to program teams
- Advise Executive Director on financial matters
- Integrate staff activity towards common organizational goals
- Provide key input into strategic planning process
- Leads the Board Finance Committee, meets monthly with Board Treasurer and attends all Board meetings
- Provide critical business and financial analysis for forecasting

Financial, Compliance and Human Resource

- Ultimate responsibility for annual agency budget preparation and approval of annual audit and any single audit requirements
- Works directly with Program Managers to establish grant/contract budgets
- Ensures financial compliance with all contracts and their program requirements
- Creates and maintains allocation cost sheets for all Federal/non-Federal funding
- Prepares monthly financial statements for staff and board review including balance sheet, income statements by program/grant and cash flow
- Monitors temporarily restricted net assets and releases as appropriate
- Maintains operations within guidelines established in the agency's approved annual budget
- Responsible for creation, maintenance and implementation of Financial Policy and Human Resource Policy
- Monitors benefit structure, related costs and communicates with vendors and staff on related issues
- Ensures agency is in compliance with all financial and legal obligations
- Provide reporting information to internal staff, Board of Directors and any relevant party upon request
- Coordinates purchase and renewal of all insurance necessary for operations

Technology

- Supervises and coordinates the activities and operations of technology
- Ensures that webinar/audio conferencing tools are in place for program service delivery
- Develops/maintains a list of resources for BWJP's technology needs
- Develops technology budget

- Ensures that staff have the technical resources, including software and hardware to do their jobs
- Coordinates technology trainings as needed
- Responsible for oversight/project management of any technology initiatives

Supervisory Responsibilities:

- Directly supervises Administrative Manager/Accounting Specialist and Administration & Technology Specialist

Qualifications:

The Director of Finance & Administration will be thoroughly committed to BWJP's mission and vision. All candidates should have proven leadership, financial, human resource, supervisory and relationship management experience.

- Experience and passion for working in the nonprofit sector
- Commitment to making a difference for those affected by intimate partner violence
- Proven track record working with Federal Grants
- Excellence in organizational management with the ability to coach, supervise and motivate staff
- Knowledge of current accounting and financial requirements for nonprofit organizations
- Action-oriented, self-starter, entrepreneurial, adaptable and innovative
- Ability to work effectively in collaboration with diverse groups of people

Education and Other Training:

- Required: Bachelor's Degree (MBA/CPA preferred) in Accounting, Business or Finance
- 5 plus years (10 years preferred) of upper level management experience in nonprofit sector

Salary: DOQ in competitive non-profit services range, plus individual/family health insurance, dental insurance, disability insurance, vacation, sick leave, and holiday hours

Application: Send resume by August 10, 2015 to technicalassistance@bwjp.org or the Battered Women's Justice Project, 1801 Nicollet Ave. So., Suite 102, Minneapolis, MN 55403.

AA/EOE