

## **JOB POSTING**

### **Direct of Finance**

The Director of Finance is responsible for the oversight of all financial aspects of the current \$4,000,000 budget and the financial integrity of the agency. The organization's budget continues to grow annually with increased staffing and added co-site locations. PAAR's funding sources include grants and donations as well as self-funded income through trainings and clinical medical billings. PAAR's federal and state funding is extensive, and the organization annually meets the requirements for a federal single audit. The Director of Finance is a member of the Senior Leadership Team and reports to the Executive Director. This position works closely with the Senior Leadership Team to provide input in decision making and leadership throughout the organization. The Director of Finance supervises the Finance team consisting of two Accountants.

**Job Type:** Full-time

**Salary Range:** \$95,000 - \$100,000

#### **Qualifications:**

- **Education:** Bachelor's degree in Business Management, Accounting/Finance, or related field. \*Degree requirements are required.
- **Experience:** Five (5) years' experience in high-level financial management (nonprofit preferred). High level decision-making experience
- **Knowledge & Skills:** Very strong budgeting, data analysis, and financial capabilities, attention to detail
- **Technical Competencies:** Strong proficiency in QuickBooks and Microsoft Excel required; Proficiency in other Microsoft Office products, including Word and Outlook. Excellent written and oral communication skills.

#### **Skills and Requirements:**

- Create and manage annual budgets and all cost allocations
- Forecast budget trends & funding opportunities
- Evaluate and advise on the financial impact of long-range planning, introduction of new programs/strategies and regulatory action
- Provide timely and accurate financial reports, funder reports and financial trends as required internally and externally
- Manage the budgeting process with department directors on financial issues impacting their budgets
- Provide strategic financial input and leadership on decision making issues affecting PAAR
- Oversee cash flow and all banking and investment activity
- Oversee the management of PAARs 403(b) plan as the Plan Administrator
- Manage preparation of audits and serve as liaison to audit firm
- Assure contract compliance for all funding sources
- Work with third-party brokers on the management of all insurance policies

- Oversee development and monitoring of procedures guiding financial operations
- Oversee accounting for funding sources of grants and donations as well as self-funded income in trainings and clinical medical billings
- Oversee and manage timely and accurate submission of grant financial reporting
- Prepare and manage the financial reporting and budgeting of all grant applications
- Oversee all aspects of the biweekly payroll processing and annual reporting
- Manage the financial aspects of all employee benefits
- Proficiency in prioritizing and organizing
- Skilled in written and verbal communication with the ability to communicate with broad range of stakeholders
- Ability to work flexible schedule, including some evenings and weekends
- Ability to work collaboratively as a member of the agency and within senior leadership team
- PA Acts 33/34 Clearances, FBI certifiable
- Completion of state mandated forty (40) hour victim service training.
- Bi-lingual or multi-lingual applicants preferred.

#### **Core Competencies:**

- **Commitment to mission/vision:** by consistently sharing the organization's message in a positive, accurate, and compelling manner; representing the organization positively in the community; and demonstrating loyalty to the brand.
- **Communication** by interacting clearly and respectfully through all mediums of communication with all appropriate parties, engaging consistently in active listening, and contributing positively to a well-informed staff and transparent work environment
- **Teamwork/Collaboration** by sharing ideas and accepting feedback from others across job positions and departments; working positively and effectively to develop and maintain external relationships.
- **Quality of Work** by delivering high-quality results in a timely manner and asking for help and/or feedback when an assignment falls outside an area of strength or comfort.
- **Cross-Cultural Competency** by seeking to understand contributors to unfamiliar attitudes and behaviors; working effectively across cultural, social, economic, and other potentially uncomfortable boundaries; and avoiding judgments against co-workers, consumers, or community partners
- **Initiative** by voluntarily acting outside the job description to meet consumer's needs, assist co-workers, or otherwise advance the organization's mission.

## **EQUAL OPPORTUNITY & DIVERSITY STATEMENT**

Diversity enriches the environment, broadens the consciousness of our human community, and promotes non-violence by lessening judgmental attitudes. To that end PAAR is committed to the goal and the on-going process of attaining diverse staff, culturally responsive services, and the intentional outreach to diverse populations in the community who are underserved and at high risk for sexual assault. To that end, PAAR provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply e-mail your cover letter and resume to Lisa Kadlecik at [lisak@paar.net](mailto:lisak@paar.net)