

DIRECTOR OF FINANCE & OPERATIONS Job Description

Reports to: Executive Director
Department: Finance, Administration
Classification: Full time, exempt

JOB SUMMARY

Reporting to the Executive Director and serving as an integral member of the senior management team, the Director of Finance & Operations will be responsible for the development of Communities In Schools' financial management strategy and contribute to the development of the organization's strategic goals and annual operations plan. In addition to the strategic components, the Director of Finance & Operations will be charged with overseeing, developing and implementing more sophisticated policies and procedures both in the finance and general operational realms.

ESSENTIAL FUNCTIONS:

Finance Management

- Maintain and upgrade where necessary an appropriate system of policies, internal controls, accounting standards, and procedures
- Supervise Bookkeeper position; oversee, direct & organize all bookkeeping duties
- Plan, coordinate, and execute the annual budgeting process
- Manage individual staff budgets
- Oversee and approve emergency support requests for CIS families
- Monitor cash flow
- Work with Director of Philanthropy to reconcile revenue figures
- Prepare clear & comprehensive monthly financial reports that include the current organizational status and projections to Executive Director and Finance Committee of the Board of Directors
- Prepare for and facilitate annual audit and IRS Form 990 filing
- Ensure compliance with grant requirements, track spending of restricted funds, provide financial information for grant reports and maintain relevant updated documents
- Invoice school districts, contracts and certain grants
- Process staff payroll and manage payroll and other tax compliance and payroll reporting requirements
- Manage financial aspect of city and county Unite Us platform, ensure compliance with rules and requirements for payment of Flex Funds, approve payments, ensure documentation and

reporting requirements are met and invoice for reimbursement

- Supervise, direct, and support Human Resources Manager position

Operations Management

- Optimize business workflows and oversee daily business activities
- Ensure that CIS is adhering to the strategic and annual plan, and that status reports are delivered to the board
- Ensure compliance with CIS National TQS and manage Annual Risk Management Assessment, as well as periodic re accreditation audits (currently every four years)
- Improve the operational systems, processes and policies in support of the agency's mission – specifically, support enhanced management reporting, information flow, business processes and organizational planning
- Analyze data to find trends and identify potential problems
- Represent the organization externally, as necessary, particularly in banking, lease negotiations and contracts
- Assemble board reports and maintain board materials
- Oversee annual insurance renewals and provide reporting for annual workers' compensation insurance audit
- Prepare and file compliance reports, such as Annual Reports to the Secretary of State and the Attorney General
- Maintain required licenses, such as the city business license and NM Resident Business Certificate
- Strengthen and manage internal communications, physical & digital document storage and ensure document retention policies are followed
- Manage facility operations, interface with landlord and handle any building-related issues for which the organization is responsible
- Oversee IT needs for organization

QUALIFICATIONS

- Business or Accounting degree mandatory, a master's in business administration is preferred
- Minimum 5 years experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and

productively impact both strategic and tactical finance and administration initiatives

- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, CIS board of directors, and staff
- Ability to operate as an effective tactical as well as strategic thinker

MINIMUM COMPETENCIES

- Demonstrable commitment to social justice and equity
- Demonstrable commitment to quality education and youth development
- Demonstrable ability to take initiative and be tenacious in problem-solving
- Strong organizational skills and ability to multitask
- Strong and patient communication skills and collaborative spirit
- Experience using Microsoft and Google Suite and knowledge and ease working with Excel
- Strong database system experience required and willingness to learn the Unite Us database and CIS Data Management system (CISDM)

COMPETITIVE SALARY & BENEFITS

- Based on a 40 hour week, the salary range for this position is \$80,000/year for entry level to a maximum attainable salary of \$90,000/year for an incumbent with at least five years of experience
- SIMPLE IRA plan with employer contribution
- Medical, dental, vision, life & disability insurance with a generous employer contribution
- 25 days paid personal time off, annually
- Hybrid options available

PHYSICAL REQUIREMENTS

- Work Environment: Office/School/Community; Lifting Requirement: 25 pounds
- Travel Requirements: Limited travel
- Reliable transportation
- Valid driver's license and auto insurance
- Pass background checks

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.