



## Director of Finance and Operations

Community Resource Center (CRC), is a 501(c) 3 non-profit organization and recognized leader in providing social services in North San Diego County, CRC's services are targeted at episodically or transitionally homeless, victims of domestic violence, and consistently unstable households--typically generational poverty or low-income populations. We create and deliver comprehensive, viable, and cost effective programs, to more than 2,300 households annual, which enable those served to become stable and create a plan leading to self-sufficiency.

We are seeking an experienced **Director of Finance and Operations** with a proven track record of success working in an organization with a diversified budget in excess of \$2.5 million. The Director of Finance and Operations will be a strategic thought-partner, working with the senior leadership team and reporting to the Chief Executive Officer (CEO). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, real estate assets, human resources, administration, and IT.

This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

### RESPONSIBILITIES INCLUDE:

#### Financial Management

- Oversee Community Resource Center financial management function.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to all stakeholders.
- Oversee all financial, project/program and grants accounting and reporting, with a professional staff of 2
- Manage organizational cash flow and forecasting.
- Maintain banking and lender relationship.
- Oversee and lead annual budgeting and planning process
- Ensure the timely and accurate preparation of private and government grant budgets.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract, budgeting, forecasting, billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Ensure policy and contract compliance as related to financial requirements and status of all government and foundation contracts and grants and organizations fiscal policies.
- Coordinate and lead the annual audit process, liaise with external auditors, Board of Directors and other stakeholders.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.

#### Human Resources, Technology and Administration

- Oversee Community Resource Center's human resources and administration, ensuring best practice encompassing professional development, compensation and benefits, performance evaluation, training and recruiting.

- Oversee Community Resource Center's commercial insurance and risk management activities.
- Ensure competitive bidding for all vendors and contracts over an appropriate dollar threshold.
- Work to ensure that all real estate assets and facilities are properly aligned with and effectively used in achieving the organization's mission and that they are well managed and appropriately maintained.

#### KNOWLEDGE, SKILLS, AND ABILITY

- A team oriented, visionary leader of people who is able to think and act strategically while also capable of "rolling up their sleeves" and lead by example
- A successful track record in organizational responsibility for the quality, content and timeliness of all financial data, reporting and audit coordination, budgeting and cash flow management.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A successful track record in grants budgeting, invoicing and compliance with particular focus upon experience with public sector grants, cooperative agreements and contracts.
- A successful track record in risk management activities, including commercial insurance program oversight.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Having an entrepreneurial mindset with creativity is important
- Personal qualities of integrity, credibility, and dedication to the mission of Community Resource Center.

#### REQUIRED EDUCATION AND EXPERIENCE INCLUDE:

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience in the not for profit sector

This position is subject to background checks including FBI, Department of Justice, and those required by Federal contracts.

Salary is commensurate with experience. Benefits include medical, dental, life, IRA, vacation, sick, and holiday.

To Apply:

Send your resume and cover letter in PDF format to [hr@crcncc.org](mailto:hr@crcncc.org). Submissions will be accepted until the position is filled. Initial interviews of strong candidates will be held as submissions are received. No phone calls please.

CRC is an Equal Opportunity Employer