



Director of Finance & Administration

This important position provides leadership, direction and oversight for the organization's finance, administrative and grants functions, including, business planning and budgeting, financial management and forecasting, grants development and management, data analysis, technology and office management. The position reports to the Executive Director and supervises the Finance Manager; is an active member of the leadership team; and supports the board's finance committee.

Essential Functions:

- Lead the organization's annual planning and budgeting process in support of the strategic plan, involving staff, board members and other relevant parties throughout the process; coordinate ongoing efforts to monitor, report on and project progress throughout year.
- Supervises department staff which includes interview and selection, training, coaching development and employee relations, enabling Operation Fuel to achieve organizational goals and objectives.
- Analyze financial results and programmatic data; prepare monthly, quarterly, annual and other reports and schedules for management, Board of Directors, auditors, donors, grantors and other constituents.
- Provide direction, as appropriate, and manage relationships with auditor, insurance agent, bankers, retirement plan advisors, technology consultants, landlord, etc.
- Support the Board's finance committee; ensure the board has access to financial information necessary to carry out its fiduciary responsibilities with confidence.
- Manages and monitors multiple grant applications, follow-up and reports, including an organization-wide calendar of deadlines for applying for and reporting in grants, ensuring that deadlines, compliance requirements and quality standards are met.

QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree in accounting, finance, or business is required; advanced degree is preferred.
- Minimum of five years of business, accounting and/or finance related experience is required; experience in a non-profit is preferred.
- Minimum of two years of previous supervisory experience is required.
- Strong math aptitude with knowledge of account balancing. Proficient with banking systems.
- Proficiency in Microsoft Office Suite is required.
- Expert proficiency in Microsoft Excel and other financial applications is required.
- Demonstrated commitment to cultural competence, previous experience in organizations that work with economically disadvantaged populations and with public policy missions is preferred.

This is a full-time position with competitive salary and benefits.

Send cover letter and resume to Troylyn Grimes at Troylyn@operationfuel.org

EEO/AA