



## Women's Shelter Program

*Of San Luis Obispo County*

Post Office Box 125

San Luis Obispo, California 93406

(805) 781-6401; (805) 781-6410 (fax)

**Marianne Kennedy / Executive Director**

[www.womensshelterslo.org](http://www.womensshelterslo.org)

Position: Finance Director

Reports to: Executive Director

Location: City of San Luis Obispo

Hours: 30-40 hours per week, Exempt

Salary Range: DOE

Benefits: Vacation, Sick Time, Holiday and Health Insurance (Employer Share of Cost)

Position Description: The Finance Director is responsible for overseeing the financial health of the agency by providing leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the agency. The Finance Director reports to the Executive Director (E.D.) and works closely with the E.D. in developing the annual budget.

Accounting: Utilizing Quick Books accounting software, prepare financial statements, business activity reports, reimbursement billing, preparation of purchase orders, journal entries, manual reconciliation of bank accounts, assure integrity of grant compliance, financial position forecasts, annual budgets (with E.D.), and financial reports required by regulatory and funding agencies. Duties also include reimbursement billing, preparation of purchase orders, journal entries, account analysis, executing the annual Board approved budget and revisions as necessary, monthly In-Kind and Cash Match reports, manual reconciliation of bank accounts, assuring the integrity of grant compliance, and the presentation of materials for outside financial audits. Ensure that the agency has the systems and procedures in place to support effective program implementation and reporting. Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management and accounting. Know auditing and accounting policies and ensure they are followed to guarantee successful audits. Make and/or support presentations to the Board of Directors and constituents. Work closely with the agency staff to advise them of relevant finance, accounting and payroll procedures. Execute payroll in accordance with funding requirements. Complete quarterly and calendar year-end Federal and State payroll reporting. Maintain and administer payroll benefit schedules. Prepare quarterly and year-end financial reports for the agency's Endowment.

### Minimum Educational, Experience and Technical Requirements:

1. An experienced leader with 5 to 7 years of accounting and finance experience, ideally with at least 2 years in a nonprofit that has multiple programs and a minimum of 10 concurrent sources of grant funding.
2. The successful stewardship and completion of a minimum of 2 successful (flawless) audits
3. BA in business, accounting; CPA or MBA preferred
4. Knowledge and experience with accounting procedures, budgeting, accounts payable/ receivable, financial statement analysis, bank reconciliations, auditing processes and payroll
5. Excellent knowledge of QuickBooks and payroll systems

6. Computer skills including advanced-level proficiency on Microsoft Office applications (specifically Word, Excel & Outlook); ability to create systems and processes
7. Excellent written and communication skills, English fluency required
8. Ability to be a creative and efficient problem-solver, ability to multitask under pressure
9. Ability to initiate and be a self-starter, open and flexible to ever changing responsibilities
10. Ability to manage, train and coach others, be a role model for others

**Application Procedure:** Submit electronic version resume and cover letter (in Microsoft Word or .pdf format) by email to [jreed@wspso.org](mailto:jreed@wspso.org) or by mail to PO Box 125, San Luis Obispo, CA 93401 (Attn: Executive Director). Position open until filled. Any potential offer of employment will be contingent upon an initial interview, submission of formal application, skills assessment testing and successful completion of a relevant reference, criminal background, DMV and credit checks.

EOE/ADA/Drug-Free Workplace

*Rev. 6.10.15*