



## **Finance Director Job Description**

### **ORGANIZATION BACKGROUND:**

Proyecto Pastoral was founded in 1986 by community residents and the California Province of Jesuits. Our mission is to empower the community of Boyle Heights through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project, an emergency shelter for men and senior aged women; IMPACTO, a youth development program for K-12 youth; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for kindergarten, and *Comunidad en Movimiento (CEM)*, a civic engagement and leadership development program. Proyecto Pastoral also serves as the backbone organization for Promesa Boyle Heights, a cradle to career collaborative that is changing outcomes for neighborhood youth. Proyecto Pastoral serves over 6,000 children, youth, families and individuals annually.

**Position Summary:** Proyecto Pastoral seeks a strategic financial leader for the full-time Finance Director position. The Finance Director will report to the Executive Director and work directly with the senior leadership team and board to steward the organization's finances. Our ideal candidate is a smart, analytic problem solver and strategic thinker who can provide leadership for Proyecto's budget and financial operations, human resources and other administrative functions, and staff the Board of Directors' Finance and Audit Committees.

### **RESPONSIBILITIES:**

#### **Financial Management**

- Responsible for leading the development of all financial plans, budgets, forecasts, and projections; including maximizing revenue to increase organizational impact.
- Ensure accuracy of all financial information; provide regular financial reports to Executive Director, Board, and management team.
- Manage the finance department to ensure proper maintenance of all accounting systems and functions; and maintain accounting policy and procedures manual to ensure maintenance of appropriate internal controls and financial procedures.
- Manage finance committee meetings and reporting
- Manage organizational cash flow planning including proper recording of revenues, contributions, and cash receipts.
- Manage and coach the finance department staff; including overseeing payroll, account payable and ensuring that receivables are collected promptly.
- Analyze on a monthly basis the General Ledger and Balance Sheet accounts; and post journal entries including monthly and yearly closing entries; monthly account reconciliations.
- Manage the preparation of annual budgets in partnership with management team.
- Oversee the preparation of annual financial audits and proper filing of tax returns
- Work with development and program staff to develop budgets, donor reporting, contract financial/ expense reports; and timely submission of billing for contracts.
- Ensure compliance with all financial and contract reporting requirements for city, state and federal government agencies, and other restricted grants, contracts, and donations.
- Ensure that costs are adequately allocated between grants/program and allocation basis properly documented.
- Performs various accounting, administrative and other related duties as assigned and required by the role

#### **Human Resources/Administrative:**

- Oversee human resource functions including insurance & benefits policies and renewals (health and retirement plans), liability insurance, worker's compensation (IILP lead).
- Review and oversee negotiation of all leases and contracts.

***General Proyecto Pastoral Employee Organizational Responsibilities***

- Actively participate in organizational leadership; as a member of the executive and management team; participate in short-term and long-term goal setting, develop agendas and facilitate meetings as needed, and foster an environment of collaboration & team work.
- Establish and monitor staff performance and development goals.
- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its social justice mission, including its community building vision and founding Jesuit values
- Participate in organization wide events and activities (such as all staff meetings, annual women's conference, fundraising events, other).

**. EXPERIENCE AND QUALIFICATIONS:**

- Mission-driven and aligned with Proyecto Pastoral's vision, mission and social justice values. Comfortable working in a Catholic faith context.
- Innovative thinker with a broad vision of leadership role within the organization. Flexible, resilient, self-starter with a good sense of humor.
- BA, preferably in Accounting or Finance, and 5 years of financial management experience. (This position requires a thorough understanding of non-profit accounting, and an understanding of GAAP as it relates to community based organizations.)
- Collaborative visionary leader and strategic thinker, who has strong problem-solving, planning and organizational skills with attention to detail
- Strong relationship building skills that allow you to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Proficient in QuickBooks and Excel
- Ability to prioritize work effectively and adjust to multiple demands
- Excellent interpersonal and communication skills (listening, verbal and written expression) with the ability to interact with members of the community and the board.
- A strong sense of discretion and confidentiality
- Preference for bilingual candidates (Spanish/English)
- Valid CA driver's license and insurance

**Salary:** Commensurate, depending on experience

**Benefits:** Full-time Exempt position offering eligible employees 10-15 days paid vacation, 18 holidays, 401k plan, and health/dental/ vision benefits upon successful completion of introductory period.

Proyecto Pastoral is an equal opportunity employer. Women & minorities are encouraged to apply.

**Interested applicants should send cover letter and resume and mail to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org)**