



FINANCE DIRECTOR

SUMMARY:

As a member of the Project Safeguard leadership team, the Finance Director is responsible for the management of the organization's finances: day-to-day accounting, budget creation and monitoring; multi-year financial projections; management of the organization's annual financial audit, including the Single Audit required for federal grantees and sub-grantees; and development/management of individual government grant budgets. This position may be partially or entirely remote.

Project Safeguard values diverse life experience and is an Equal Opportunity Employer. *Survivors of gender-based violence, people of color, people with disabilities, and/or people who identify as LGBTQI+ are encouraged to apply.*

RESPONSIBILITIES:

- In conjunction with the Executive Director and the Board of Directors, work to ensure the financial health and integrity of the organization.
- Lead annual budget planning process, including multi-year projections and cash flow management.
- Work closely with the Grants and Development Manager and other members of the leadership team to develop, manage and report on grant expenditures.
- Manage day-to-day financial obligations of the organization including AR/AP, purchasing, payroll, and preparation of bank deposits.
- Develop monthly financial statements and perform monthly reconciliations of bank accounts.
- Manage and develop systems for accurately tracking grant revenue and expenditures in compliance with all state and federal award guidelines. Prepare financial reports and reimbursement invoices as specified in grant awards.
- Work with Grants and Development Manager to accurately track gifts from individual donors, foundations, special event income, and other revenue sources.
- Coordinate and lead the annual audit and 990 process. Oversee all year-end functions, including distribution of W2s and 1099s.
- Work with Executive Director and Board Treasurer to develop and implement financial policies.
- Attend Board of Directors meeting, communicate and present financial matters to the Board, as appropriate.
- Participate in staff meetings, Leadership Team meetings, and committees, as appropriate.
- Other tasks as assigned.

Job Qualifications:

- Bachelor's Degree or equivalent professional experience, ideally in Finance, Accounting, Business Administration, or Nonprofit Management.
- Five years of experience in non-profit finance. Experience with federal government grants strongly preferred.

- Expertise in nonprofit fund accounting, knowledge of GAAP, presentation of financial statements.
- Expertise in Quickbooks (including payroll) and Excel.
- Expertise in financial audit requirements, preparation, documentation, and recordkeeping. Experience with federal single audits very helpful.
- Experience with government grant compliance and financial reporting.
- Successful completion of a criminal background check.
- Vaccination against COVID-19. Medical or religious exemptions may be considered.

Job Knowledge, Skills, and Abilities Required:

- Experience working with survivors of gender-based violence or knowledge of the issues.
- Ability to provide strong and confident leadership while also being a committed team-player.
- Commitment to social justice and equity.

Compensation and Benefits:

This is a full time, exempt position reporting to the Executive Director. The starting salary for this position is \$65,000 - \$70,000 for a 36-hour work week.

Benefits include parking or transit pass, health, dental, vision, disability and life insurance, and employer-matched retirement plan.

TO APPLY: Please email cover letter and resume to Nancy Olson, Grants and Finance Director, at nancy.olson@psghelps.org. Position open until filled. No phone calls, please.

*Justice
& Safety*