

Women of Nations
Director of Finance and Administration
Posting open until: Friday, October 23, 2009
Salary: \$50,000-\$58,000. annually

Job Summary: Work as a member of the management team of a small nonprofit organization rooted in Native American culture and values. The organization's mission is to end family violence and advocate for peace and justice for the most vulnerable among us. Overall duties include facets of financial management, human resources and risk management.

Reports to: Executive Director

RESPONSIBILITIES:

Financial Management

- Maintain the integrity of the Accounting System.
- Prepare monthly financial statements for use by the Executive Director, Finance Committee and the Board of Directors.
- Prepare and develop all monthly financial reports and budget amendments and setup of new grants and contractual awards.
- Develop all organizational and program budgets.
- Prepare payroll using a computerized computer preparation system.
- Responsible for Accounts Payable, Accounts Receivable and monitor cash flow.
- Lead the annual audit and maintain all records needed for the audit.
- Maintain a confidential organizational system and filing system for all financial records.
- Attend monthly finance and board meetings as requested.
- Create and manage a grant reporting system.
- Develop and maintain a comprehensive Financial Policy and Procedure Manual.

Human Resources

- Prepares and maintains employee files, assuring accuracy, compliance and confidentiality.
- Conduct references and BCA checks on prospective new hires.
- Manage the Union Contract as directed by the Executive Director.
- Notify AFSCME of all new hires.
- Oversee the Women of Nations grievance and EEO complaints procedures.
- Participate in Unemployment Claims hearings to ensure compliance and cost reduction.
- Oversee the personnel policies and procedures and make recommendations where needed.
- Provides assistance in the employee performance appraisal program. Notifies supervisors when performance appraisals are due and ensures timely administration of annual salary increases for all staff.
- Communicates benefit programs to all new employees, including enrollments and terminations.
- Processes required documents through payroll and insurance companies to ensure accurate record keeping and proper deductions.
- Tracks vacation, sick and holiday leave time.

Risk Management

- Coordinate all risk management on behalf of the organization.
- Administers the workers' compensation program and ensures compliance.

- Ensures that First Reports of Injury are filed in a timely manner and all annual reporting requirements are completed.
- Other duties as assigned by the Executive Director.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Accounting, Finance or Business Administration.
- Minimum 3-5 years accounting experience including some experience in non-profit accounting and the grants process.
- Demonstrated computer proficiency; intermediate MS-Excel skills are required. knowledge of Peachtree preferred.
- Payroll preparation experience using computerized system.
- Experience in developing budgets and general ledger software experience required.
- Experience working in Human Resources and with contract agreements preferred.
- Experience working with people from diverse, racial, cultural, social and economic backgrounds.
- Possess excellent organizational, written and verbal communication skills.
- Able to articulate and support the Women of Nations Mission.
- Ability to work as a high performing team member.
- Consent and pass criminal history and credit check.
- Consent and pass pre-employment drug and alcohol test.
- Valid Drivers License.
- The applicant shall not have been a resident of Eagles Nest Shelter for a period of one year, prior to applying for this job.
- Be able to regularly walk three flights of stairs.
- Work flexible hours as needed.

For additional information contact: Women of Nations, HR@women-of-nations.org or 651. 251. 1603.

To apply please submit cover letter and Resume to: mttuttle@women-of-nations.org