



Job Title: Finance Director
Supervisor: Executive Director
Date: May 2023

Department: Admin
FLSA Status: Exempt
Salary Range: \$30.00 - \$43.00

Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. www.restorativepartners.org

Essential Duties & Responsibilities

Reporting to the Executive Director (ED), the Finance Director is a key member of the Finance Committee and has overall responsibility for Restorative Partners' financial activities and accounts management. This position requires a working knowledge of GAAP, and is responsible for accounting oversight including general ledger preparation, financial reporting, audit preparation, and the support of budget and forecast activities. The Finance Director performs various complex accounting activities including developing, implementing, and maintaining the accounting systems' policies and procedures and administers compensation. All work is done with an understanding and practice of a restorative justice approach to internal and external, employee and partner relationships.

Other Duties and Responsibilities

- **Accounting/Payroll**
 - Process a variety of accounting transactions such as invoices, payments, and expenses in accordance with agency and contract accounting procedures
 - Maintains accounting files in accordance with agency filing systems procedures
 - Track billing information for homes, treatment services, and restricted funds
 - Audit timesheets, prepare payroll, make payroll payments, and file quarterly payroll tax returns, W2's, 1099's, and wage and benefit overview reports for staff
 - Compile payroll information for annual worker's compensation audit
- **Financial Management**
 - Communicates financial status by developing forecasts, reporting results, analyzing variances, and developing improvements and recommendations in partnership with the ED, Leadership Team, and Finance Committee.
 - Monitors and manages organizational cash flow, accounts payable, and accounts receivable.
 - Oversee, develop, and lead annual budgeting and planning process in conjunction with the ED, Leadership Team, and Finance Committee, and maintains a working budget; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
 - Maintains a thorough understanding of financial reporting and general ledger structure.
 - Ensures accuracy and timeliness of monthly, quarterly, and year end close.
 - Compiles financial statements and projections for the Finance Committee.
 - Maintains balance sheet schedules for the appropriate accounts.

- Maintains cost allocation spreadsheet for all agency funding streams.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors for the year end process, financial statements, and Forms 990; assess any changes necessary.
- Maintains banking and financial relationships.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- **Grant Billing**
 - Implement Grant financial management and reporting systems; Adhere to consistent and timely billing and collection schedule.
 - Analyze monthly grant profit and loss statements.
 - Prepare Grant billings and reporting.
 - Review Grant contracts for compliance.
 - Prepare Grant budgets and budget narratives.

Knowledge, Skills, Talents, & Abilities

- BA/BS in Business with an emphasis in accounting;
- 5 years prior experience in financial reporting/general ledger area
- Ability to multitask, work under pressure, and meet deadlines
- Excellence in organizational skills, verbal and written communication
- Integrity, honesty, and self-directed
- *Experience working in the nonprofit sector highly preferred*
- *Bilingual (English/Spanish) is highly preferred.*

Education and/or Experience

- BA/BS in Business with an emphasis in accounting (preferred)
- 5 years prior experience in financial reporting/general ledger area (Required)
- High School Diploma/GED (Required)

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds. Reasonable accommodations may be made to the physical demands described here to enable individuals with disabilities to perform the essential functions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgment

I acknowledge that I have read the job description and requirements for the Finance Director position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.