



TRI-VALLEY HAVEN

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Administration

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DIRECTOR OF FINANCE AND COMPLIANCE

Exempt ~ Full-time

Starting Salary Range: \$90,000- \$116,000

General Responsibilities: Under the direct supervision of the Executive Director, the Director of Finance and Compliance is responsible for overseeing the finance department, contract compliance and information technology. The Director of Finance and Compliance is responsible for managing all phases of accounting, annual budget preparation and formulation of project budgets/contract budgets. This position develops and maintains all contracts acquired by Tri-Valley Haven, reports monthly financials to the Finance Committee, prepares schedules for external auditors, and participates in contract monitoring visits. A particular emphasis of this work will be managing multiple contracts on fund accounting software, as well as the creation, monitoring, and modifying of contract budgets.

General Requirements: Bachelor's degree required, MBA/MPA preferred. Must have strong working knowledge of not-for-profit accounting, and experience in accounting management. Strong computer skills required, including proficiency in excel, accounting software, and SAGE MIP fund accounting software (desired). The position necessitates the ability to manage time and tasks effectively and also a high level of understanding of risk management.

Specific Responsibilities:

I. FISCAL MANAGEMENT

- A. Oversees all fiscal management and reporting. Reports to the Executive Director, Finance Committee and Board of Directors as required.
- B. Acts as fiscal representative of the Haven to funding sources, tax representatives, corporations and businesses.
- C. Is available for monitoring visits and audits.
- D. Oversees contract compliance and fiscal monitoring of all revenue: foundation and corporation grants, donor solicitation mailings, United Way Donor Option Plan, etc.
- E. Handles all matters connected with the business of the corporation.
- F. Prepares agency and program budgets and cost allocations.
- G. Prepares federal and state tax statements.
- H. Monitors all fiscal procedures, including petty cash, consumable shopping, office supplies and food vouchers.
- I. Meets with the Finance Committee monthly.
- J. Develops and maintains business contracts.
- K. Monitors all program expenditures, e.g. shelter programs, volunteer program, counseling program, fundraising, emergency loan fund, maintenance fund, etc.
- L. Periodically reviews labor laws to assure agency's compliance in regard to the payment of wages and benefits.
- M. Supervises Budget Manager, Payroll Manager, Contracts Manager and System Administration in tasks related to fiscal management and Information technology.

II. CONTRACTS MANAGEMENT

- A. Develop and maintain thorough knowledge of all TVH contracts.
- B. Train staff to complete required documentation and reports.
- C. Coordinates the completion and submission of required reports.
- D. Prepares, in collaboration with program staff and the finance staff, contract budget modifications.

"Creating homes safe from abuse."

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- E. Routinely monitors contract performance and brings performance issues to the attention of the appropriate manager and the Executive Director.
- F. Supervises Contracts Manager and Data Manager in tasks related to contracts management.

III. BOOKKEEPING

- A. Oversees journals and posting to ledgers.
- B. Presents monthly and yearly financial statements at monthly Board of Directors Meetings.
- C. Oversees the maintenance of the checkbooks and savings accounts, and the reconciliation of the bank statements.
- D. Maintains skills for the current multi-fund accounting, spreadsheets and word processing systems.

IV. INSURANCE

- A. Coordinates grant requirements regarding insurance with Haven coverage.

V. GENERAL TASKS

- A. Attends staff meetings, agency meeting and special events as requested.
- B. Must have a valid California driver's license and an insured automobile that employee will use as necessary for agency related business.
- C. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

VI. OTHER TASKS AS ASSIGNED BY THE EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN'S MISSION.

VII. ADA ESSENTIAL TASKS

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| A. Working alone | I. Learning ability |
| B. Working in high stress situations | J. Good distance vision |
| C. Working in emergency situations | K. Ability to speak clearly |
| D. Working off-shift/rotating schedule | L. Ability to discriminate speech |
| E. Good reading vision | M. Reasoning and thinking skills |
| F. Sitting | N. Ability to problem solve |
| G. Good communication skills | O. Lifting 10 to 20 pounds |
| H. Specific knowledge or education | P. Carrying 10 to 20 pounds. |