



# JEANNE GEIGER

CRISIS CENTER

**Mission:** To empower individuals and engage communities to end domestic violence.

Job Title: Director of Finance	Salary Classification: Salaried
Reports To: CEO	FLSA: Exempt, administrative
Supervises: Staff Accountant & Grants and Payroll Specialist	
Location: Newburyport	Date: February 2023

The Jeanne Geiger Crisis Center is a nonprofit organization that provides comprehensive services to meet the complex needs of adult and child survivors of domestic violence. We have offices in Newburyport, Amesbury, and Lawrence, Massachusetts.

The Center is committed to social and racial justice and to creating a diverse, inclusive, and equitable society. We are an equal opportunity employer and are dedicated to fostering an environment where people from all backgrounds and lived experiences thrive and feel they belong.

Through our organization values, we commit to:

- Provide empathetic and trauma-informed services.
- Center social justice and equity.
- Use a strengths-based, survivor-led approach.
- Work collaboratively within our communities.
- Practice with heart and a holistic mindset.

We invite you to join us in our mission to empower individuals and engage communities to end domestic violence, and to elevate voices and learn from those most impacted by gender inequity, racism, oppression, and ongoing marginalization.

**Primary Responsibilities:** This is an extraordinary opportunity for an experienced leader committed to the Center's mission. The Director of Finance (DOF) is the principal fiscal officer of the Jeanne Geiger Crisis Center, reporting to the Chief Executive Officer (CEO), and is a member of the Management Team. The Director and Finance Team contribute to the financial health and sustainability of the Center by providing accurate and useful financial information to staff, Board, and funders and by operating financial systems and controls with the highest level of integrity and compliance.

The Director of Finance leads the day-to-day finance operations and is responsible for accounting, budgeting, reporting, financial management, and grants administration and compliance. They will present financial reports and analyses to the Board, Finance and Audit committees and work closely with senior management, program managers, development, and human resources staff. Director of Finance also supervises the Staff Accountant and Grants Specialist.

The ideal candidate will possess excellent communication, teamwork and organizational skills, superior attention to detail, a commitment to social justice, and the ability to adapt to changing priorities.

## **Major Duties:**

### **Accounting and Internal Controls**

- Lead and manage the finance department's day-to-day accounting operations including accounts receivable, accounts payable, payroll processing, journal entries, reconciliations, and preparation of month end reports.
- Oversee all project/program and grants accounting, ensuring that expenditures are consistently aligned with grant and program budgets.
- Develop and enforce systems that ensure fiscal integrity including internal controls and fiscal policies and procedures, in compliance with appropriate GAAP and FASB standards, Uniform Guidance, and regulatory requirements.
- Maintain safeguards for receipt of revenue, banking transactions, charge cards, and expenditures.
- Support annual and funder audit activities as agency liaison by providing timely and accurate information.

### **Financial Management**

- **Budgeting.** Develop the agency's annual budget in partnership with Senior Management, Development, Administration, and program managers and present it to the Finance Committee and to the Board for final approval. Provide managers with historic data and analysis of revenue and expenses.
- **Monitoring and Reporting.**
  - Analyze financial data and present financial reports in an accurate, complete, consistent, and timely manner.
  - Prepare monthly budget-to-actual reports for Management and monthly dashboard, income, balance sheet, and revenue-tracking reports for review with the Finance Committee prior to submission to the Board.
  - Monitor progress and changes, prepare forecasts, and keep senior leadership abreast of Jeanne Geiger Crisis Center's financial status.
- **Grants Management.** Prepare tailored budgets, budget narratives, and other financial information for proposals to funding agencies and foundations. Prepare reports and other post-award documentation as required.
- **Strategic and Long-Term Planning.** Prepare plans and analyses in anticipation of changes in financial conditions or future needs. Keep abreast of trends in nonprofit finance, researching and adopting new practices to support, improve and protect the organization and its programs.

### **Banking and Cash Management**

- Manage cash position, ensuring appropriate distribution of funds and use of line of credit, prepare cash flow projections, and monitor cash flow needs.
- Monitor and reconcile the organization's bank, investment, and retirement accounts and any loans in conjunction with the CEO, Finance and Investment Committees, and Board of Directors.

### **Administration and Risk Management**

- Working with the Director of Administration and Human Resources, review and evaluate the agency's health insurance, retirement, and any other benefits. Serve on Investment Committee.
- Working with the Finance Committee and the agency's broker, review annually all insurance policies needed for the agency including but not limited to: General Liability & Umbrella Liability, Directors & Officers, Employment Practices, Workers Compensation, Sexual Harassment, Cyber Liability, Property, etc. Manage all policies, including annual Workers Compensation audit.

- Submit annual report to the Secretary of the Commonwealth of Massachusetts, 1099 forms to vendors and other reports as required.

**Knowledge/Skills/Education/Experience Required:**

- Masters' degree in non-profit management, finance, or related degree preferred
- At least two (2) years as Assistant Finance Director or higher
- Knowledge of nonprofit accounting and bookkeeping procedures
- Keen analytic, organizational, and problem-solving skills coupled with the ability to exercise sound judgment
- Demonstrated teamwork and communication skills
- Ability to explain financial concepts and results to individuals at all levels, including finance and non-finance managers
- Ability to institute and maintain rigorous financial accountability and controls.
- Ability to strategically analyze and plan for changes in financial conditions, risk profiles and emerging trends.
- Demonstrated expertise with accounting software; knowledge of Blackbaud's Financial Edge a plus.
- Excellent MS Office skills, specifically Excel
- Demonstrate a willingness to positively contribute to the growth and development of our mission, values.
- A commitment to ending violence and promoting social change is a must.
- Understand and celebrate gender diversity and gender/racial/Queer justice.
- Demonstrate a willingness to positively contribute to the growth and development of our mission, values.
- Victims/Survivors are highly encouraged to apply.
- Members of most impacted communities with lived experience highly encouraged to apply
- Bilingual English-Spanish preferred but not required.

As an equal opportunity employer, we are committed to workforce diversity and hiring people with diverse backgrounds and life experiences. Survivors, people who are bilingual/bicultural, people of color, people with disabilities, and LGBTQ+ are strongly encouraged to apply.

**Mental Demands:**

Reading	Verbal communication
Detailed work	Written communication
Confidentiality	Multiple concurrent tasks
Problem Solving	

**Physical Demands:**

Sitting  
 Speaking  
 Listening  
 Heavy computer use

**Special Work Conditions:**

1. Occasional evening/weekend hours are required
2. Occasional attendance at early morning/evening meetings and local travel are required.