

Job Announcement: Director, Finance and Administration

Job Title: Director, Finance and Administration

Position Compensation Range: \$90,000-\$110,000 annual salary

Full-Time: 100% FTE/40 hours per week

Benefits: Medical, dental and vision insurance; paid time off/flex holidays, retirement plan and life insurance

Organization size: 50+ employees

Reports to: Executive Director

Location(s): Monterey Bay Region and beyond

To Apply: Please submit the following to ximena@digitalnest.org: a cover letter, resume, and 3 references.

Optional: any supplemental information that demonstrates your qualifications and/or enthusiasm for this position.

JOB OVERVIEW:

The Finance and Administration Director will be responsible for the oversight of administrative and business systems and infrastructure including finance, accounting, contracts, human resources, information technology and facilities. This executive will have direct supervisory responsibility for a staff of three, which includes a Finance Manager, Senior Manager of HR and Operations, and a Systems Manager. The Finance and Administration Director will act as the primary liaison to the board of directors' audit, finance, and investment committees, providing leadership, coordination and support in their work to strengthen Digital NEST's financial responsibility, position and growth.

RESPONSIBILITIES:

Finance (55%)

- Direct the ongoing design, development, documentation, implementation and improvement of business and finance policies and procedures, financial/accounting management and reporting systems. Oversee the production of, and review and approve monthly, quarterly, and annual financial reports with particular attention given to monitoring cash flow.
- Lead and oversee the organization's annual budget planning process; review and approve all financial plans and budgets.
- Direct the annual audit process; liaise with external auditors, the audit committee and participate in the audit, finance, and investment committees of the board of directors.
- Direct the ongoing design, development, implementation of financial/accounting management and reporting systems. Oversee the production of, and review and approve monthly, quarterly, and annual financial reports with particular attention given to monitoring cash flow, a contract management system, including contracts governing fee-for-service work being provided to clients, the work of contractors and consultants being provided to the organization and grant award contracts that provide funding to Digital NEST.
- Direct the tracking of financial requirements of grant funding agreements and coordinate with the Director of Development to ensure that the financial reporting requirements of funders are met.

Human Resources (30%)

- Direct the ongoing design, development and implementation of culture-building, talent recruitment, employee training program to train employees in agency systems, tools, policies, and procedures.

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- Support the NEST's staff development in the company by devising strategies for performance evaluation, staffing, training, and development etc.
- Conduct proactive risk management within their purview, anticipating and preventing legal exposure and co-leading the resolution of litigation and direct the agency's work in addressing grievances as well as violations of agency policies and standards of behavior, and implementing disciplinary action when required.

Technology and Operations (10%)

- Direct the ongoing design, development, implementation and improvement of facilities management, and information technology infrastructure and tools for both business and program operations.
- Direct the communications, coordination, cooperation and relationship-building with external partners, including third-party vendors, who provide goods and business services.
- Direct the scaling of business functions on pace with the growth of the organization.

QUALIFICATIONS:

- Bachelor's degree required; Minimum of a B.A., ideally with an MBA or related degree.
- At least 5-10 years of senior non-profit management experience in finance/accounting with *some* experience in each of the following four areas: human resources, facilities management and IT.
- At least 3 years of experience supervising managerial-level staff and helping them with their professional growth.
- Thorough knowledge of finance, GAAP, and of accounting standards, practices and software.
- The ideal candidate has previously been in the position of having authority for the quality and content of all fiduciary activities for either an organization or division or significant program area.
- Ability to communicate finance to colleagues who do not have finance backgrounds

GENERAL QUALIFICATIONS:

- Passion for the mission of Digital NEST and belief in upholding organization's core values.
- Sensitive to issues of culture/ethnicity/race, gender, sexual identity, class/SES and immigration status
- Ability to be an ally to people of color, women and lesbian, gay, bisexual, transgendered, queer, questioning and intersex individuals and their allies (LGBTQIA).
- Candidates must have a valid CA driver's license, pass a background check, and be able to travel and work evenings or weekends occasionally, or as needed.
- Maintain dexterity and coordination, sufficient to perform essential functions
- Ability to perform administrative and computer-based tasks for up to 4.5 hours at a time
- Ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.)
- Ability to lift/carry/push/pull objects that weigh up to 35 pounds as needed

Digital NEST, Inc. is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.