



## **Position Announcement Finance & Operations Director SAFEchild Located in: Raleigh, NC**

### **Ask yourself**

Are you passionate about eliminating child abuse and empowering families? Do you have a solid grasp of accounting, finance, and operations in a nonprofit environment? Do you possess excellent strategic awareness with the capability to execute tactically? Do you have the interpersonal and communications skills to be part of a team doing impactful work in the community?

Are you SAFEchild's next Finance & Operations Director?

### **Why?**

SAFEchild seeks a dedicated operational leader with outstanding financial skills who is excited by SAFEchild's mission and in alignment with the agency's beliefs.

SAFEchild's goals are to:

- Prevent child abuse from ever occurring.
- Empower parents and caregivers to move toward healthy family relationships by breaking negative parenting patterns.
- Provide specialized intervention and treatment that promotes recovery, healing and promising outcomes for children, families, and the community.
- Educate and raise awareness about the issue of child abuse in Wake County.

### **What will you do as SAFEchild's Finance & Operations Director?**

The Finance & Operations Director is responsible for planning, implementing, and managing the financial and operations activities of the organization. The Director is the point person for all finance and operations related activities and oversees the work of the Operations Manager and the Finance & HR Manager. The Finance & Operations Director reports to the Executive Director and serves on the Leadership Team.

**The Finance & Operations Director** will be called upon to fulfill the following key duties:

#### **Financial Management and Accounting**

- Oversee the finance and accounting functions performed by the Finance & HR Manager.
- Manage and report on the financial condition of SAFEchild to the Executive Director and board, and provide timely financial updates to resource development, programs, and operations personnel.

- Establish and enforce financial policies, procedures, and internal controls, ensuring proper segregation of duties and adherence to Generally Accepted Accounting Principles (GAAP) and local, state, and federal regulations.
- Ensure the accuracy of financial statements and financial reporting and provide financial forecasting and strategies to meet SAFEchild's strategic and growth goals.
- Coordinate with all teams to prepare agency, program, and grant budgets and monitor operating results and cash flow.
- Offer recommendations for areas of fiscal growth, reduction of expenses, and risk mitigation.
- Oversee annual audits, preparation and filing of Forms 990, issuance of Forms 1099, and all other tax reporting requirements.
- Monitor financial investments. Manage allocation of resources between operations and capital needs, balancing liquidity and performance.
- Serve as the primary interface with the board Treasurer and Finance Committee.

### **Operations Management**

- Ensure the efficiency and effectiveness of the agency's business operations.
- Oversee the operations functions performed by the Operations Manager.
- Establish and enforce risk management policies and procedures, including document retention and adequate and cost-effective business insurance.
- Manage the building lease relationships and ensure office facilities are stocked and well-maintained.
- Oversee the implementation of information technology at SAFEchild. Ensure effective internal controls and cyber security to safeguard assets.
- Offer recommendations for enhancing agency operations, improving vendor-provided services, and maximizing operational investments.
- Prepare and administer all contracts and consulting agreements.

### **Human Resources Management**

- Oversee the human resources functions performed by the Finance & HR Manager.
- Develop, implement, and oversee HR policies and procedures that include hiring, onboarding, performance management, conflict resolution, employment practices, and termination.
- Develop, implement, and oversee HR policies and procedures that create an equitable and safe environment for SAFEchild's staff, clients, volunteers, partners, and vendors.
- Oversee the agency's benefits programs.
- Understand and apply applicable laws, policies, and workplace procedures to ensure timely, consistent, and accurate compliance.

### **Stakeholder Relations**

- Establish/Maintain positive, effective working relationships with the Executive Director, leadership team, and board. Work in concert to develop the agency's strategy and implement methods to achieve organizational goals.

- Establish/Maintain banking and investment relationships and accounts that meet the needs of the agency.
- Establish/Maintain effective working relationships with vendors and consultants, including those who provide services related to banking, insurance, benefits, investments, payroll, facilities, HR, technology, audit, and legal.
- Provide information to the programs and resource development teams as needed to support their efforts.
- Attend board and board committee meetings, as appropriate, reporting on financial and operational activities and issues.

## **Key lived experiences, attributes, and skillsets sought in the Finance & Operations Director**

The Finance & Operations Director must demonstrate a firm commitment to and passion for SAFEchild's mission. In addition, the preferred candidate will ideally possess a myriad of attributes, skills, and qualifications among those listed below:

### **Skills and Qualifications**

- Bachelor's degree in accounting, finance, or related field
- Minimum of four years of related experience
- Minimum of two years of supervisory experience
- Considerable knowledge of policies, procedures, principles, controls, methods, and techniques of financial management
- Strong understanding of, and extensive professional experience, with:
  - Accounting/GAAP principles
  - Budgeting and forecasting
  - Financial statement preparation and reporting
  - Cash flow management
  - Account reconciliations
  - Accounts payable and accounts receivable
  - Banking services
  - Investment oversight
- Solid understanding of QuickBooks and how to leverage its capabilities in a nonprofit environment
- Experience managing vendors, preferably in the areas of technology support, human resources, facilities management, audit and tax, insurance, investments, and/or benefits administration; experience negotiating and preparing contracts
- Advanced Excel skills; strong Microsoft Office and general computer skills
- Experience working in an accounting/finance role in a nonprofit organization preferred
- Experience with Medicaid or medical billing preferred

### **Professional Attributes**

- Commitment to the principles and practices of diversity, equity, inclusion, and anti-racism
- The ability to think strategically while implementing tactically

- Strong leadership and management skills that can be applied to create and maintain positive relationships with internal and external stakeholders and positively influence SAFEchild's culture
- Ability to communicate complex concepts and information in an easy-to-understand manner
- High degree of self-motivation and flexibility, with a collaborative, team-oriented disposition
- Desire for continuous learning and a resourceful nature with the willingness to research and work through problems
- Inclination to educate and develop co-workers and maximize opportunities for their growth
- Highly organized with the ability to manage multiple tasks and priorities in a fast-paced environment
- Excellent documentation skills with a high degree of attention to detail and ability to focus
- Ability to express ideas clearly and concisely, orally and in writing, and to speak effectively before large groups and respond to questions from internal and external stakeholders
- High degree of professionalism and ability to effectively represent SAFEchild in the community

## Why SAFEchild?

SAFEchild, an acronym for Stop Abuse For Every Child, is Wake County's only nonprofit child abuse prevention agency providing direct services to children and families. SAFEchild annually protects 13,000 children and empowers 1,650 parents through education, support, and intervention programs.

Founded in 1992 by the Junior League of Raleigh, SAFEchild is today governed by a 27-member board of directors consisting of business and community leaders in Wake County. The agency is staffed by 25 full- and part-time professionals and administrative staff, as well as dedicated volunteers assisting with important service delivery and resource development activities. SAFEchild is supported by an annual budget of approximately \$2 million, which is anticipated to grow in the future.

To learn more, visit SAFEchild's website at <https://safechildnc.org/>.

## Think you are SAFEchild's Finance & Operations Director?

To apply, click on the link to the Finance & Operations Director position profile at [ArmstrongMcGuire.com/jobs](https://armstrongmcguire.com/jobs). You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact [staci@armstrongmcguire.com](mailto:staci@armstrongmcguire.com). No phone calls, please, and **no applications will be accepted by email or directly from third-party posting sites (such as Indeed or LinkedIn).**

Review of candidates will continue until the position is filled. Salary is commensurate with SAFEchild's budget and the requirements of the position. Benefits include employer-subsidized medical insurance and employee assistance program, with employee-paid options for dental, vision, life, accident, and disability insurance; health savings account/flexible spending account; Simple IRA; accrued paid time off (PTO); and paid holidays.

*SAFEchild actively seeks a diverse pool of candidates. SAFEchild is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.*