



Director of Finance and Administration Position Description

Organization

The CAN Council is a regional nonprofit organization dedicated to the prevention of child abuse and neglect through its nationally accredited and evidence-based education, intervention and advocacy programs. Founded in 1979, the CAN Council has consistently grown over the past 42 years to meet the needs of the community's children and families, providing services in Arenac, Bay, Huron and Saginaw counties. For more information, visit CANcouncil.org.

Position

The Director of Finance and Administration will be a strategic thought-partner, and report to the President/CEO. The successful candidate will be a hands-on and participative manager who will both lead an internal team and perform essential functions contributing to the following areas: finance, business planning and budgeting, human resources, administration, and IT. This is a full-time position located in the Saginaw office with minimal travel required. Some weekend/evening hours will be required as part of signature fundraisers.

The Director of Finance and Administration will play a critical role in partnering with the leadership team in strategic decision making and operations as CAN Council continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities

Financial Management

- 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.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the President/CEO; administer and review all financial plans and budgets; monitor progress and changes and keep leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- 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.
- Monitor investment management and cash flow needs; work with investment counsel and asset managers.
- Effectively communicate and present the critical financial matters to the board of directors.

Human Resources, Technology and Administration Oversight

- Oversee implementation of human resource and related administrative policies and programs. Activities include, but not limited to enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.

- Maintain the organization's system of accounts and keep books and records on all company transactions and assets.
- Implement and maintain payroll processing system to ensure timely and accurate processing of payroll transactions, including salaries, benefits, garnishments, taxes, and other deductions. Prepare and maintain accurate records and reports of payroll transactions. Ensure accurate and timely processing of payroll, payroll taxes, and reporting, including grant reporting.
- Work closely and transparently with all external partners including third-party vendors, consultants, and contractors.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Strategic partner to President/CEO on matters involving sensitive employee matters, aligned with the people priorities for CAN Council.

Qualifications

- Minimum of a Bachelor's in Accounting
- Personal qualities of integrity, credibility, and dedication to the mission of the CAN Council.
- At least 5 years of overall professional experience; ideally with broad financial and operations management experience.
- Nonprofit accounting experience a plus.
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants management.
- Proven people and project leader with at least 3-years experience in both supervisory and project management.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of QuickBooks accounting and reporting software.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.

It is the policy of the CAN Council to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. Persons who do not meet all of the listed job criteria but who feel that their knowledge, skills, and experience make them well-qualified candidates are encouraged to apply.