

**Job Title:** Director of Finance and Administration  
**Reports to:** President  
**FLSA:** Exempt  
**Date Revised:** August 2016



**Overview:** The Director of Finance and Administration will serve as a strategic and operational leader working closely with the President and the Leadership Team. The ideal candidate is a proactive and creative leader with the ability to guide and develop an internal team in support of the following key functional areas: finance, business planning and budgeting, human resources, administration, and information systems technology.

The Director of Finance and Administration will bring particular insight and experience to reimagining and simplifying internal systems across organizational operations. This leader will enable JVC to build a nimble, innovative, and analytical organization, one capable of coordinating and organizing across the globe.

### **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.
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep senior 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.
- Update and coordinate implementation of necessary business policies and accounting practices; improve the finance department's policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.

#### **Technology**

- Investigate, recommend, and manage changes with external partners in determining the technological needs of JVC today and into the future.
- Develop efficient and effective internal operations systems, across all software, databases and various technological platforms, with the goal of transforming JVC's data-analytics capacity.
- Responsible for the technology vision and planning process that will regularly evaluate existing technology, information systems, and staffing, research new solutions and technologies and recommend changes.
- Coordinates and manages reporting needs and data analysis. Ensures that the gathering, processing, distribution and use of pertinent information required by management to make decisions occur in a timely, accurate and cost effective manner.
- Oversee relationship with IT Managed Service Provider.

#### **Human Resources and Administration**

- Develop JVC's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.

- Ensure that recruiting processes are equitable and effective in recruiting a diverse, mission-focused workforce.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Manage Finance and Administration team including but not limited to the Finance Associate and Office Manager

### **Qualifications**

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and/or operations management experience
- The ideal candidate has 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, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues.
- Experience in grants management a plus.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization.
- 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
- Personal qualities of integrity, credibility, and dedication to the mission of JVC
- Large amounts of office work; must have the physical ability to sit and stand for long periods of time and perform daily activities from a desk.
- Must be able to operate a computer and other office equipment. Much work is done by phone, video conferencing, or other electronic means.

As an inclusive community that continues to actively work towards being an anti-racist organization, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.