

Position Title: Director of Finance
Department: Finance
Reports To: Chief Executive Officer
FLSA/ Status: Exempt/ Full time
Job Grade: 8
Hiring Range: \$80,000 to 90,000 per year
Revised: July 2022

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways to opportunity for low-income and underserved individuals. In 1976, seven mothers and one father living in West Denver founded what would become Mi Casa Resource Center. MCRC has grown to deliver programs that advance economic self-sufficiency for the entire family. As one of Denver's largest and longest-standing Latino-led and serving organizations, we have earned community trust by providing culturally competent services grounded in community need.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income jobseekers to high-demand careers that meet their personal and professional needs. Business Pathways combines trainings, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With MCRC's support, participants gain the education and skills needed to generate income, move up career ladders, and build wealth through business ownership.

WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while doing it.
- Paid time off! MCRC offers three weeks of vacation time per year (accrued), two personal days, health days and 15 paid holidays including our year end closure from Christmas Eve to New Year's Day.
- Amazing benefits such as major medical insurance, dental and vision insurance, employer paid short term and long-term disability plans and a 403(b)-matching program. Mi Casa pays 100% of medical premiums for employee coverage.
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety.
- Hybrid schedule that currently includes two days remote and three days in the office. However, as we are a direct service organization, it is important that we offer face-to-face services for the community we serve.

POSITION SUMMARY

Mi Casa Resource Center (MCRC) is seeking an experienced professional with strong leadership skills and demonstrated experience managing the financial operations of a nonprofit organization to join our team as our Director of Finance.

The Director of Finance is responsible for all Mi Casa Resource Center (MCRC)'s financial/ accounting operations, policy, procedures, strategy and audits. This position is part of MCRC's Leadership team guiding the implementation of strategic and operational plans. This position supervises the accounting staff and works closely with the CEO, Leadership Team and the Board of Directors.

Mission: Creating pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

KEY RESPONSIBILITIES

Leadership

- Collaborates with and supports the CEO and leadership team on agency wide planning, budgeting, financial forecasting, objectives, and initiatives to achieve strategic and operational goals.
- Leads the finance/ accounting department.
- Responsible for hiring, supervising, and evaluating staff.
- Liaisons with the Board Finance and Investment Committees.

Operations

- Responsible for ensuring all MCRC financial transactions are properly recorded in adherence with U.S. Generally Accepted Accounting Principles (US GAAP), including reviewing, and approving accounting entries of accounting staff.
- Responsible for monitoring and evaluating financial performance, risks, and clearly communicating the financial position of MCRC.
- Responsible for overall external and internal financial reporting, operations, internal controls, agency budgets and forecasts.
- Oversees cash & asset management, financial strategies, and banking relationships.
- Prepares and communicates monthly and annual financial statements.
- Manages all audit preparation and execution, including grant compliance audits.
- Develops, implements, and updates finance/accounting policies, procedures, and protocols.
- Ensures financial policies, procedures, systems, and protocols to stay in compliance with federal, state, local and funder laws, regulations, rules, and restrictions.
- Advises and trains staff on accounting and payroll issues, policies, and procedures
- Creates solutions for long-term financial sustainability

Independent Judgement

- Responsible for day-to-day decision making and financial strategy

Fundraising and Grants Management

- Responsible for establishing financial compliance systems tailored uniquely to a variety of grants and contracts.
- Provides grant budgets and other necessary information.
- Maintains knowledge of all grants, contract requirements.
- Maintains knowledge of rules, regulations, and procedures.
- Develops and implements systems to track, manage and report on grant funds.
- Supports fundraising efforts.

Other

- Contributes to organizational team effort by attending staff meetings and serving on committees.
- Completes other duties and projects as assigned.

QUALIFICATIONS

- At least 7 years of progressive experience in finance, accounting, or auditing.
- A Bachelor's degree in accounting, finance, business administration, or related field or an equivalent amount of experience is strongly preferred.
- Certified Public Accountant (CPA), Certified Management Accountant designation a plus.
- 2-3 years of supervisory experience.
- Strong knowledge of accounting principles applicable to non-profit organizations.
- Understanding of internal financial systems.
- Demonstrated experience planning and managing audits.
- Bilingual in English/Spanish preferred.

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- Background check required and valid driver's license along with good motor vehicle record.

KEY COMPETENCIES

- Outstanding strategic thinking and planning talent
- Strong leadership capabilities including the ability to manage others
- Superior organizational skills and attention to detail
- Takes initiative and models a growth mindset
- Actively champions DEI policies internally and externally
- Strong analytical and problem-solving skills
- Exceptional verbal, written communication and computer skills
- Good relationship management skills

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by September 15, 2022. Interviews may occur as qualified candidates apply.

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