
POSITION: Director of Finance- Full Time, On-Site (preferred)

SALARY/BENEFITS: \$135,000 with excellent benefits including 15 days of vacation, 15 days of sick leave, and 14 holidays, with medical and dental insurance benefits and daily paid, hour lunch break.

ORGANIZATION AND PROGRAM: Conard House is a nonprofit organization creating communities which empower people and restore hope. Conard House provides Supportive Housing, Mental Health and Money Management services to 1,500 residents and clients across 10 residential buildings, 4 program sites and 22 shared apartments across San Francisco. Conard House works with a diverse adult population and strives for diversity, equity, inclusion and belonging by respecting experience, promoting inclusion, and building community.

SUMMARY

The Director of Finance reports to the CEO/Executive Director. The Director of Finance leads and is responsible for the overall financial health of Conard House and instrumental in driving the organization's financial success.

- Financial planning, compliance, budgeting, forecasting, and analytical activities.
- Develop and monitor the budgets for CH entities, properties, programs, contracts, grants and other organizational budgets.
- Directs all financial activities, asset management, finance department staff, budgeting, disbursing funds to departments, managing risk, implementing policies and improving financial processes.
- Provides monthly financials with projections, cash flow and tracks KPIs and analyzes trends.
- Manages investments and audit activities.
- Supervises and backs up the Controller.
- Ensures accurate financial reporting and compliance with regulatory standards, managing financial risks, optimizing cash management, and collaborating with the CEO/Executive Director, sr. leadership, staff and the Board.
- Finance department includes the Fiscal Intermediary Unit (FIU) that provides funds for residents and clients in the money management program.
- Team development and fostering a culture of excellence within the finance department.

RESPONSIBILITIES

Financial Planning and Analysis

Develops and oversees financial planning processes, including budgeting, forecasting, and variance analysis. Your strategic insights will provide management and the Board with the financial guidance necessary to make informed decisions.

Financial Reporting and Compliance

Ensuring accurate and timely financial reporting in accordance with regulatory requirements and GAAP will be a key responsibility. Responsible for the financial statements and managing fiscal relationships with public and private funders, external auditors and regulatory agencies to maintain compliance with financial regulations and reporting standards.

Risk Management and Cash Management

Identifying and assessing the financial position and risks facing the organization and monitor key financial metrics and indicators to proactively address with options and solutions.

Payroll and Insurance Management and Administration

Oversees payroll and insurance management and administration and works closely with the Human Resources Department.

Asset Management

Responsible for the portfolio of properties and ensuring that the long-term financial health of properties in the portfolio meets all Conard House and lender requirements. The asset manager position in the finance department liaisons between property management, real estate and accounting on all financial matters.

Strategic Financial Planning

Collaborating closely with sr. leadership and the Board of Directors, you'll help develop long-term financial strategies aligned with CH strategic roadmap/business plan. This will include evaluating potential acquisitions and other strategic initiatives from a financial perspective, conducting due diligence and financial modeling.

Team Leadership and Development

As a leader in the finance department, you'll lead a team of 8 staff and foster a motivating and collaborative culture.

Fiscal Intermediary Unit for Money Management Program

Ensure FIU internal controls and client services for the fiscal transactions.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Accounting, Economics, or related field. Master's degree appreciated.
- Proven experience (7+ years) in finance leadership roles, with a track record of success in financial management, analysis and planning.
- Demonstrated success as a manager and leader.
- Strong understanding of financial principles, regulations, and best practices.
- Excellent analytical, problem-solving, and decision-making skills.
- Effective communication and interpersonal abilities to collaborate with stakeholders at all levels.
- Tech-savvy with experience transitioning an organization to new online systems, preferably from paper to digital.
- Proficiency in financial software and systems.
- Demonstrated the ability to achieve high-performance goals and meet deadlines in a fast-paced environment.
- Solutions-oriented, forward thinker, and creative problem solver.
- Demonstrated leadership capabilities, including the ability to inspire and motivate a team to achieve results.

COMPENSATION & BENEFITS

In addition to a competitive salary, Conard House provides a comprehensive benefits package that includes Medical, Dental, and Vision Insurance, 15 PTO Days, 15 Sick Leave Days, 14 Paid Holidays, Paid Hour Lunch Breaks, and more!

We are a committed Equal Opportunity Employer. People from diverse backgrounds are encouraged to apply. Pursuant to the City and State's Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Please send cover letter and resume to angelina@conard.org. Position is open until filled.