

**Job Title:** Director of Finance and Accounting      **Classification:** Regular, Full Time, Exempt  
**Department:** Finance/Accounting      **Reports to:** Deputy Director

### **Company Overview**

For more than 50 years, Berkeley Food & Housing Project (BFHP) has provided a comprehensive range of housing, food, and support services to help those in need move from homelessness into a safe and affordable homes of their own. We serve in six counties in the Bay Area - Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County. We are proud of our team members who are very dedicated in our mission *to ease and end the crisis of homelessness in our communities.*

### **Position Summary**

We are looking for a Director of Finance and Accounting to lead a team of five that is responsible for overseeing our \$20M organization's finances. The DOFA, who reports to the Deputy Director, must work closely with many of BFHP's management team, 130 employees (expected to be close to 175 by the end of the fiscal year in July 2021) and more than 20 large public and private funders."

### **Essential Duties and Responsibilities**

- Oversee day-to-day operations and manage the Finance and Accounting Department team of five employees, including AP, AR, and payroll.
- Develop organization-wide financial strategy in partnership with the Executive (ED) and Deputy Directors.
- Manage the financial pieces of grants and contracts, including monitoring grant spend-down, ensuring fiscal compliance with funder requirements and reviews, maintaining restricted funding schedules, and working with program and development staff on grant and contract budgets and reports.
- Oversee and lead annual budgeting and planning process in conjunction with the ED and department managers; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team current on BFHP's financial status; review financial results, including budget to actual reports, with department managers and assist them as needed.
- Coordinate and lead the annual audit process, working with auditors, BFHP Leadership team and Board of Directors.
- Manage weekly cash flow and forecasting, monthly close and internal reporting to program teams.
- Ensure that the contract billing and collection schedules are adhered to and that billings are complete and accurate; review cost allocation approaches periodically for efficiency and effectiveness; Coordinate MAA / TCM and Claims Administration.
- Update and implement all necessary business policies and accounting practices.
- Analyze and clearly present critical financial matters to the Deputy Director, including quarterly and year-end financial statements and the annual budget.
- Oversee maintenance of appropriate internal controls; stay current on changes to GAAP and financial management trends in the nonprofit sector and ensure Agency accounting procedures conform to GAAP and OMB A-122 rules and regulations.
- Oversee preparation of all state, local and federal tax returns and filings.

- Periodically review administrative processes for control improvements, cost savings and efficiency.
- Attend and participate in all meetings and trainings as assigned.
- Work within the framework of BFHP's Code of Conduct.
- Perform other tasks as assigned.

#### **Qualifications, Skills and Abilities**

- Bachelor's degree in accounting or related field required; CPA, MBA/MPA or other master's-level degree a plus.
- 10+ years of experience in increasingly responsible positions in finance and operations. Must have experience in non-profit organization and managing a team.
- Non-profit finance and accounting knowledge and experience as demonstrated by a thorough understanding of organizational audited financial statements, budgets, monthly reports, and projections, as well as underlying general ledger transactions, chart of accounts, direct program expenses and allocations, indirect cost structure and allocations, and grant and contract budgets.
- Technologically savvy with experience overseeing financial software administration and managing relationships with software vendors; proficiency in QuickBooks and Excel.
- Proven track record of maintaining confidentiality regarding financial, client, personnel, and other agency information.
- Excellent verbal, written and interpersonal skills, and the ability to communicate technical budget and financial information to board members and staff without financial backgrounds.
- Detail-oriented, analytical, responsible and self-motivated, and able to multi-task and problem solve.
- Excellent interpersonal skills with a *can do* and flexible attitude.
- Ability to maintain professional conduct, attitude and appearance at all times.

#### **Special Requirements**

- Must have a valid driver's license and clean DMV record.
- Must be able to obtain background and credit check clearance.

#### **Physical Requirements**

While performing the duties of this job, the employee is

- Regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.
- Frequently required to stand, walk, sit, climb stairs, talk, hear, and see clearly.
- May be occasionally required to stoop, kneel, or crouch.
- May be required to lift or move up to 10 lbs.

We are extremely proud of our diverse team and welcome all qualified applicants regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws