

YWCA La Crosse Director of Finance & Administration

The YWCA La Crosse Director of Finance and Administration ensures smooth, effective execution of tasks and plans designed to monitor and develop the organization's financial strategies, human resources and administrative functions, while ensuring alignment with the YWCA mission and overall strategic direction.

The Director:

- Manages the organization's finances, including
 - overall budgeting.
 - producing GAAP-based accurate and timely reports of all financial information including cash receipts and disbursements, AP and AR, payroll and benefits, journal entries, general ledger and balance sheet.
 - preparing summaries that show the status of the organization's finances and assets including variations from expense and income targets.
 - tracking and ensuring the collection of all AR and timing AP to match cash flow objectives.
 - tracking and reporting to fulfill grant, contract and YWCA USA obligations.
- Creates and periodically updates a financial management plan with short-term and long-term strategic and tactical goals.
- Presents budget and assessment information to executive staff and the board, ensuring full understanding of the current status and needs to meet set financial goals.
- Develops recommendations for adjustments/strategies necessary to meet set financial goals.
- Develops, recommends and regularly updates organizational financial contingency plans.
- Recommends and oversees security policies and practices for the protection of financial transactions, income and financial records.
- Maintains a close relationship with the YWCA's auditors, grantors, and insurers, assesses and manages Association risk and liability
- Manages the organization's ongoing HR function, including partnering with and assisting designated staff for hiring, supervision, personnel policy compliance, record keeping, payroll and separation processes.
- Prepares documents for and attends the Finance Committee as a staff representative

Qualifications:

- Minimum of a B.A., preferably in Finance or Accounting
- At least 3-5 years of overall professional experience; ideally 2+ years of broad financial management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a 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 who do not have finance backgrounds
- A track record in grants management