

Title: Assistant Director of Business & Finance
Starting Salary: \$50,000.00
Date Posted: 12/26/2022
Application Deadline: 01/11/2023

Department: Administration
Classification: Salaried, exempt
Reporting Relationship: Executive Director

The YWCA La Crosse Assistant Director of Business & Finance is responsible for the oversight of the organization's finances and business operations. The Assistant Director of Business & Finance must have the ability to plan for and manage a variety of financial resources, promote equitable and missionally aligned business practices, and have the ability to effectively support a team.

Financial Management:

- Manages the organization's finances, including
 - assisting in budget development and oversight.
 - producing GAAP-based accurate and timely reports of all financial information including cash receipts and disbursements, AP and AR, 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.
- Responsible for the development of annual budgets, monthly and annual financial reports, including audits, and reporting required by funders.
- Ensure compliance with donor restricted funding and grant requirements. Monitor all finances and work closely with the appropriate staff and Board to assure efficient and cost-effective operation.
- Inform the financial feasibility of current programs and services as well as all new initiatives, considering changing community needs and priorities.
- Assists in creating and periodically updating financial management plans with short-term and long-term strategic and tactical goals.
- Develops, recommends and regularly updates organizational financial contingency plans.
- Recommends and abides by 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.
- Prepares documents for and attends the Finance Committee on a monthly basis.
- Oversight of the organization's fiscal contracts for service. Reviews and recommends fiscally responsible service contracts.
- Support Finance & Business department staff. Facilitate goal setting, strategy development, and provide oversight to ensure success of the organization's fiscal goals.

Qualifications:

- Minimum 1 year accounting and management experience required.
- Associate degree in accounting, business, or a related field. (Experience may be substituted for education)
- The ideal candidate has experience of 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.

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- Demonstrated knowledge of and belief in the YWCA mission. Commitment to anti-racism, dismantling race and gender oppression, and addressing systems of violence demonstrated through paid work experience, volunteering, and/or lived experience.

Benefits:

- 75% Employer Paid health insurance premium for employees, 50% paid premium for dependents
- Access to voluntary dental, life, disability and other insurance options.
- Access to YWCA USA retirement plan after 2 years of full-time employment
- Paid Leave including 7 floating holidays and accrued personal time off
- 25% Child Center tuition discount for eligible dependents
- Option for limited remote work possible after 3 months of employment

Applicants should apply by 11:59pm on Wednesday, January 11th to be considered. The Assistant Director of Business & Finance will have the collaborative support of the outgoing Executive Director and Business Manager until March 31, 2023, if desired. YWCA La Crosse has been experiencing growth and new opportunities including shifting to a shared leadership and a commitment to community partnerships and initiatives. The successful candidate will be dedicated to supporting collaborative leadership and will understand the importance of a sustainable NPO model both financially and missionally.