

JOB DESCRIPTION

Title: Director of Business & Finance
Starting Salary: \$65,000.00
Application Deadline: 02/22/2023

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

The YWCA La Crosse Director of Business & Finance is responsible for the oversight of the organization's finances, business operations, and grant administration. The 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 effectively support a team.

Responsibilities:

- Manage the organization's finances, including:
 - Assist in budget development and oversight;
 - Produce 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;
 - Track and ensure the collection of all AR and timing AP to match cash flow objectives;
 - Develop, recommend and regularly update organizational financial contingency plans;
 - Recommend and abide by security policies and practices for the protection of financial transactions, income and financial records;
 - Maintain a close relationship with the YWCA's auditors, grantors, and insurers;
 - Assess and manage YWCA's risk and liability;
 - Prepare summaries that show the status of the organization's finances and assets including variations from expense and income targets;
 - Assist with annual financial audit;
 - Track and report in order to fulfill grant, contract and YWCA USA obligations;
 - Prepare documents for and attend the Finance Committee on a monthly basis;
 - Provide oversight of YWCA's fiscal contracts for service and review and recommend fiscally responsible service contracts; and
 - Support the Business Assistant by facilitating goal setting, strategy development, and providing oversight to ensure success of the organization's fiscal goals.
- Manage and administer grant awards, including:
 - Work with the Executive Director to develop and implement systems, procedures, and policies necessary for monitoring and enforcing grant compliance and execution;
 - Provide information related to grant contract terms and deliverables when necessary;
 - Coordinate, monitor, and submit required monthly, quarterly and annual grant reports;
 - Serve as a liaison between YWCA La Crosse and funding agencies in executing contracts and resolving any problems between funding sources and the organization.

Minimum Qualifications:

- 2 years accounting and management experience required.
- Bachelor's degree in accounting, business, or a related field (experience may be substituted for education).
- Ability to translate financial concepts and effectively collaborate with programmatic and fundraising colleagues who do not have finance backgrounds.
- Demonstrated knowledge of and belief in the YWCA mission.

Preferred Qualifications:

- 4+ years accounting and management experience.
- Experience being responsible for the quality and content of all financial data.
- Experience reporting and coordinating audits for a significant program area.
- Experience with grant administration and working with government agencies.
- Experience creating budgets and monitoring grant-funded programs.
- Commitment to anti-racism, dismantling race and gender oppression, and addressing systems of violence as demonstrated by 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, February 22 to be considered. The 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.