



## **Director of Finance Pierce County AIDS Foundation (PCAF)**

***Mission Statement: Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.***

### **General Description:**

The Director of Finance is responsible for the day-to-day financial management of PCAF and, with the Executive Director and Board of Directors, guides the financial strategy of the organization. This position is a member of the Management Team and reports to the Executive Director.

This position requires initiative, excellent cash management skills, solid experience in managing multiple government contracts, financial analysis capability, ability to create and modify financial systems, good communication skills, and supervisory experience.

Specific fiscal management and compliance functions include oversight of accounting practices, budgeting, cash management, internal controls, contract administration and invoicing, third-party billing and reporting, long range forecasting and risk management activities, appraisal of the agency's financial position, issuance of regular and timely reports (monthly, quarterly, and annually), and ensuring an effective annual audit.

### **Scope of Work:**

- Direct the fiscal functions of the agency in accordance with nonprofit GAAP, cost reimbursement principles relating to federal contracts, and consistent with the goals and objectives of the agency.
- Provide technical assistance and support for the appropriate staff to ensure compliance with government contracts, preparation and timeliness of reports and audits, and efficiencies within workflow processes.
- Communicate in a timely manner with Executive Director and Management Team on a consistent basis to review the financial position and health of the agency, identify and resolve budgetary issues impacting agency departments, address priority needs, and review ongoing departmental performance to budget.
- Produce accurate and timely financial reports including financial statements, contract summaries, and cash flow reports.
- Liaise with development team for accurate and monthly reconciliations between fundraising and finance departments.

- Provide research and analyses of financial results, fiscal trends and potential issues, including written reports to the Board of Directors.
- Create and improve compliant, efficient, and user friendly financial systems that assist the agency's viability and long term financial success.
- Manage and oversee all financial systems and databases, ensuring accurate and high quality data.
- Lead and facilitate the annual budget process; direct and administer all financial plans and budgets, and monitor progress.
- Oversee the performance of daily accounting functions, including invoicing, accounts payables and receivables, and semi-monthly payroll processing.
- Supervise recruitment, development, retention, and organization of all Finance staff in accordance with corporate budgetary objectives and personnel policies.
- Implement and enforce financial controls, policies, and procedures.
- Supervise the annual audit and appropriate filing of tax returns.
- Manage the renewal and ongoing maintenance of the employee benefits program.
- Maintain and purchase all corporate insurance policies.
- Ensure legal and regulatory compliance regarding all financial functions.
- Participate in organization-wide policy decisions as member of the Management Team.
- Perform other duties and responsibilities as assigned.

**Qualifications:**

- CPA or MBA with concentration in Accounting or Finance required.
- Employment history must include a minimum of five years experience in a lead finance position in a nonprofit organization with a \$1 million plus budget.
- Advanced accounting and finance skills. In particular, excellent knowledge of federal or other governmental grant guidelines, regulations, and OMB Circulars (2CFR and related Circulars).
- Excellent skills in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use.
- Excellent communication skills and comfort working directly with Board of Directors and Finance Committee.
- Demonstrated ability to prioritize workflow to meet critical deadlines while paying exceptionally close attention to detail.
- High ethical standards and ability to handle challenging management issues while upholding objectivity and professionalism at all times.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and community members, functioning as a member of staff and in representing the agency.

- Ability to be flexible, supportive, and work collaboratively with staff as a member of a team.
- Computer proficiency in the following systems is required:
  - Microsoft Office
  - Google Docs
  - MIP Accounting Software
  - Payroll Processing Software
  - Credit card and bank withdrawal transaction software
- Reliable car, Washington driver's license, and appropriate insurance are necessary.

### **Salary and Benefits:**

This is a full-time exempt position. The compensation range for this position is \$60,000 to \$65,000 per year, depending upon experience and qualifications. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, life, short-term and long-term disability insurance, an employee assistance program, paid holidays, and a generous Paid Time Off (PTO) plan.

Regular office hours will be established with the Executive Director. Occasional evening and weekend hours will be required, along with participation in agency events. Occasional travel is required to attend offsite meetings.

### **How to Apply:**

Pierce County AIDS Foundation is a proud Affirmative Action Employer. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly encouraged to apply.

Please submit a cover letter, resume and employment application to jill frey, Personnel Coordinator. Include the reasons you are interested in the position, the value you would bring to this role, and your qualifications related to this opening. Employment applications can be found on our website [www.piercecountyaid.org](http://www.piercecountyaid.org) Position is open until filled.

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*Candidates for employment should be aware that PCAF is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.*