

# DIRECTOR OF FINANCE & OPERATIONS

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## Job/Position Description

**JOB TITLE:** Director of Finance & Operations  
**REPORTS TO:** Chief Executive Officer  
**SUPERVISES:** Finance Department, Office Manager & Interns

### SUMMARY

The Director of Finance & Operations for Make-A-Wish Hawaii reports to the CEO. He/she is a key member of the Foundation's leadership team and provides organization-wide oversight including budget, legal, strategic planning and compliance with national and local governing policies. He/she directs and oversees all central operating functions for the Foundation including finance, human resources, technology and office administration. He/she creates solid central operating systems that support the dynamic needs of the growing organization.

### JOB/POSITION RESPONSIBILITIES:

*Commitment to and a passion for the mission & keiki of Make-A-Wish® Hawaii*

#### Financial Management & Oversight

- Maintains all general ledgers and accounting records.
- Creates and implements Internal Control and Operating Policies and Procedures in accordance with National and local policies.
- Manages the day to day operations of the accounting department.
- Prepares Operating Budget and Analysis of Budget Variances for chapter and National office.
- Prepare and/or work with contracted vendors to assure preparation of accurate and timely monthly financial statements.
- Staff liaison to the Finance & Audit Committee and the Investment Committee.
- Liaison with external auditors and National auditors with regard to compilations, audited statements and tax filings.
- Prepares monthly reports utilizing Financial Edge to the Board and National office.
- Prepares monthly financial statements and quarterly reports.
- Ensures proper maintenance of fund balances and type.
- Communicates financial results to staff and directors.
- Prepares and analyzes various financial reports as needed by CEO & Board and Directors.
- Assists the CEO as needed within the financial capacity of above responsibilities.
- Member of the executive leadership team with involvement in overall Foundation operations.

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## **Human Resources**

- Working with human resources, manage and oversee the human resource function including:
- Recruitment, hiring, and compensation
- Benefits administration and oversight
- Professional training and development, including new employee orientation
- Retention strategies
- Regulatory oversight and legal compliance
- Ensuring that the human resource function is properly resourced and represented within the senior management team.

## **Operations**

- Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
- Business insurance: procurement, monitoring and management
- Oversees the management, maintenance and development of the Foundation's computer system, including network security
- Directs and implements technology initiatives
- Organizational reporting and monitoring: provide guidance and leadership through management of the Foundation's metrics and measurement reporting process
- Oversee the Foundation's office management functions ensuring smooth daily operations
- Work with the CEO to provide staff support and guidance to the Board of Directors and act as staff liaison to relevant board committees
- Identifies and communicate to chapter leadership all potential opportunities and/or relationships that will increase our chapter's ability to raise funds and grant wishes.
- Identifies challenges and recommend solutions to senior leadership; balance competing priorities and work collaboratively with colleagues.
- Adheres to all Make-A-Wish Foundation of America performance standards and Make A Wish Hawaii, Inc. internal controls, policies, and procedures.
- Other duties as assigned.

## **Compliance**

- Ensures chapter compliance with MAWFA governing policies, performance standards and guidelines across all functional areas
- Serves as lead coordinator for internal audits and compliance reviews

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### **JOB/POSITION DESIRED QUALIFICATIONS:**

- Bachelor's Degree in Accounting or related degree.
- Strong presentation and interpersonal skills.
- Ability to fully contribute to a collaborative, team-oriented, fast-paced organization.
- Microsoft Office products experience (Excel, Word, Outlook).
- Minimum five years professional experience in non-profit finance preferred.
- CPA or MBA preferred.
- Administration, Management, Supervision and Human Resource issue management experience, preferred.
- Financial Edge experience preferred.

### **MAKE-A-WISH FOUNDATION OF HAWAII**

Founded in 1982, The Make-A-Wish Foundation of Hawaii is a 501 (c)(3) non-profit organization.

Our mission is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Fulfilling a child's wish provides a joyful and meaningful experience that benefits both the child and the family. The chapter's website, [www.hawaii.wish.org](http://www.hawaii.wish.org) and national website [www.wish.org](http://www.wish.org) provide additional information and detail.