



**Job Title: Director of Finance & Administration**

**Job Summary**

This is a full-time, exempt position. This position is responsible for overseeing the administrative operations of the chapter. Responsibilities include compliance oversight and enforcement, finance, human resource and information technology management.

**Essential Duties and Responsibilities**

**Compliance**

- Oversee and enforce Internal Control policies to safeguard the assets of the chapter.
- Work with Compliance Auditors to ensure our chapter remains in compliance in all aspects of our operations to ensure transparency to the public.
- Update and maintain chapter information on NOAH (National Office Application Host) and national office listings.

**Finance**

- Daily accounting activities including posting deposits in the Financial Edge software (FE) system and processing payments in a timely manner.
- Weekly analyze cash flow by monitoring chapter accounts online – transfer funds between investment funds and checking account as needed.
- Monthly reconciliations to cash and investment accounts.
- Monthly reporting to Finance Committee/Board.
- Monthly and Quarterly reporting to National.
- Process payroll.
- Monthly review with Wish Department to verify all charges in FE system are congruent with what is in physical wish file with all back-up.
- Responsible for working with our external auditors to ensure our chapter has a timely audit and an accurate Financial Statement.
- Working with outside CPA, ensure that annual tax returns are completed in a timely and accurate manner.
- Submit annual raffle reports and submit auction taxes in a timely and accurate manner.

**Human Resources**

- Liaison between staff and all health and welfare insurance companies.
- Monitor and track staff leave time.
- Monitor and track employee 403B contributions as well as employer contributions.
- Maintain and update Employee Handbook.
- MAW University chapter lead – ensure all staff complete their MAW University courses by designated deadline, and help with any difficulties.
- Responsible for office relocations and reconfigurations as needed.
- Lead outreach and hiring – assist senior staff as needed.
- Monitor annual employee evaluations and ensure employee files are maintained properly.
- Conduct Requests for Proposals for employee benefits periodically.



### Administration

- Manage all chapter insurance issues – locally as well as with the national office’s providers.
- Ensure a clutter free and safe office environment through frequent communications with staff and volunteers.
- Manage all aspects of the annual time study process.
- Oversee archiving and inventory of all finance and wish files.

### Information Technology

- Oversee chapter’s technology operations including tech support and database management.
- NOAH (National Office Application Host) chapter lead contact.
- Oversee all Blackbaud programs in MAW Suite ensuring compliance and uniformity both internally and with the Make-A-Wish organization as a whole.
- Supervise Database & Operations Manager as well as office volunteers (as appropriate/necessary).

### Miscellaneous:

- Highly professional and compassionate to address the practicalities of a growing nonprofit.
- Other duties as required.

### **Supervision Received and Exercised**

Supervision is received from the President & CEO; supervision is exercised over:

- Database & Operations Manager.

### **Required Education and Experience**

- Bachelor’s Degree in Accounting, Business or Human Resource Management.
- 10 or more years of experience in management with a background in non-profit finance and management.

### **Required Knowledge, Skills and Abilities**

As with the rest of the executive leadership team, the Director of Finance & Administration must believe in the mission and vision of the Make-A-Wish Foundation. He/she must model integrity, work to inspire colleagues and contacts and strive to build a great team.

The Director of Finance & Administration should have experience and a high level of comfort:

- Dealing with a diverse group of individuals.
- Communicating in team-based, cross-functional work environments.
- Overseeing non-profit fiscal management, including fund accounting and budgeting.

The Director of Finance & Administration should be:

- Highly professional and compassionate to address the practicalities of a growing nonprofit.
- Able to work with minimal supervision, to manage multiple priorities.
- Proficient in Microsoft Office and Raiser’s Edge database management software.

**To apply**, please send resume and cover letter to [csichel@wishesandiego.org](mailto:csichel@wishesandiego.org) by October 12, 2018. Subject line should read “Director of Finance & Administration”. No calls, please.