

Safe Haven Shelter and Resource Center Job Description

Position Title: Financial Officer

Position Summary: Maintains sound fiscal control of agency

Essential Functions:

- Grant management of state, federal and foundation grants which provide the sound basis of our funding.
- Assist Executive Director and other staff in planning and development of annual budget and controlling expenditures within the budget.
- Oversee expenditure of funds according to budget and make revisions as necessary.
- Participate in grant writing and reporting on an ongoing basis.
- Bookkeeping:
 - ❖ Pay bills in a timely manner.
 - ❖ Make timely bank deposits.
 - ❖ Maintain and balance all journals – cash disbursements, cash receipts, general ledger, and payroll on a monthly basis.
 - ❖ Do bi-weekly payroll.
 - ❖ Retain all invoices, receipts and time sheets in an organized manner.
 - ❖ Prepare monthly and quarterly billings to funding sources.
 - ❖ Reconcile all bank accounts monthly.
 - ❖ Maintain records of vacation, sick time, holidays etc. for employees.
- Reports:
 - ❖ Prepare all required individual financial reports and statements and deliver to funding agencies and banking institutions in a timely manner.
 - ❖ Provide a financial statement monthly to the Executive Director and Board of Directors detailing income and expenses to date and as a percentage of the annual budget and present at board or committee meetings when requested to do so.
 - ❖ Participate in preparing for agency's annual audit.
 - ❖ Prepare all quarterly tax related reports.
- Generate and assist in reviewing confidential information pertaining to union negotiations.
- Participate in union negotiations on behalf of the organization.
- Participate in developing organizational goals and objectives.
- Participate in decision-making and overall management of organization.
- Participate in the Management Team and assist in the overall management of the organization.
- Attends meetings and trainings as required by the Executive Director.
- Performs other work related duties as assigned.

Education, Experience and Skills Required

- Experience with nonprofit accounting principles and procedures.
- College degree in accounting.
- Thorough knowledge of all accounting and tax-related legislation, regulations, and reporting procedures.
- Thorough understanding of all accounting functional areas.
- Ability to use spreadsheet and accounting software.
- Advanced understanding of generally accepted accounting principles.
- Ability to organize and prioritize workload; ability to meet deadlines.
- Strong written, verbal and interpersonal skills.

Desired Qualifications

- Understanding of the dynamics of domestic violence.
- Management experience working in a non-traditional agency.