The mission of Project Access NOW is to improve the health and well-being of our communities by creating access to care, services & resources for those most in need.

Position Description

Job Title: Director of Finance and Operations
Reports to: Executive Director
Hours: 40 hours per week / Full Time, Exempt
Salary: $85,000 – $100,000/annually. DOE
Benefits: Medical, dental, vision, life and short-term disability insurance, FSA, 401k retirement plan with 3% match

Position Summary

The Project Access NOW Director of Finance and Operations is an Executive Team member responsible for the overall financial health and operational needs of the organization. This position works closely with the Executive Director to establish, execute, and evaluate strategic financial and operational goals for the organization to ensure the sustainability of Project Access NOW’s mission. The position is primarily responsible for accounting, finance, forecasting, financial strategic planning, job costing, investor relationships and partnership compliance for private, government, and other institutional financing. The Director of Finance and Operations oversees accounting and administrative staff, while advising for all staff to ensure they have the resources needed to carry out their job duties both remotely and on site.

Principal Duties & Responsibilities

Financial Strategy & Accounting:
• In partnership with the Executive Director and the board of directors, sets Project Access NOW’s financial priorities to achieve mission and promote sustainability and growth;
• Builds and maintains a fiscal structure and financial practices, policies, and procedures responsive to changing business needs;
• Leads annual audit including preparation and reporting while following standard accounting practices that are compliant with GAAP and regulatory laws and rules;
• Coordinates the finance committee and supports the Treasurer as the financial liaison to the board of directors;
• Builds financial dashboards and report results to Executive Director and board of directors;
• Monitors all banking and investment activities and ensure adequate organizational cash flow;
• Facilitates the annual budget process by working with the Executive Director, Directors, and Program managers to create budget for programs and initiatives;
• Maintains efficient fiscal technology and system(s) to keep with current growth and technological advances;
• Oversees accounts payable and accounts receivable;
• In partnership with the Human Resources Director, annually reviews employee compensation and benefit offerings;
• Manages contracts with financial and IT vendors including grant reporting and invoicing;
• Collaborates with Executive Director, Director of Programs, and Program Managers to write grant applications and seek diverse funding.

Operations
• In partnership with Executive Team, reviews, analyzes, develops, and implements Plans, Policies and Procedures, including Standard Operating Procedures covering Finance and general operations.
• With leadership, contributes to the development, management, and evaluation of annual internal organizational goals to help Project Access NOW continue to grow internal operations and systems capacity;
• Oversees all building and equipment maintenance and updating, provides counsel to the Executive Director on strategic changes to either.
Essential Strategic & Leadership Responsibilities

- Supervises 2 staff, with an emphasis on supporting team collaboration and individual mentorship and success;
- Serves as a member of the Project Access NOW Executive Team;
- Participates in and presents at Board of Director and Board Committee meetings as appropriate, including staffing the Finance Committee and participating on the Marketing and Development Committee of the Board.

Other Duties as Assigned

Qualifications

- Higher education degree in business or accounting preferred OR 4 or more years of equivalent financial management experience.
- CPA license preferred
- Four or more years management and/or supervision experience required
- Experience in the non-profit sector desired
- Experience in non-profit accrual accounting desired
- Must have strong working knowledge of QuickBooks, Microsoft Office and Google Suite as well as able to work with online forms and systems

Essential Abilities

- Effective supervisory and people skills with an ability to establish and maintain effective working relationships with a wide variety of people
- Passion for the organization’s mission and a commitment to health equity and the principles of diversity, equity, and inclusion.
- Creative with strong analytical and problem-solving skills
- Enhanced attention to detail
- High level of organizational skills
- Excellent written and oral communication skills
- Ability to work independently
- Ability to prioritize tasks and manage multiple projects simultaneously
- Must be able to occasionally work on evenings and weekends
- Must be able to handle working in a fast pace environment
- Ability to adapt to diverse work settings
- Adequate hearing/vision/speech/mobility attributes to ensure performance of required office responsibilities

Working Conditions

- Office space with stairs (no ADA access)
- Ability to lift 10-20 lbs.
- Frequent use of keyboard, monitor, mouse, telephone and/or headset
- Temporarily working remotely and in the office

About Us:

Project Access NOW believes that the staff of an organization should reflect the communities it serves. We also believe our cultural, linguistic and community identities make our organization stronger and more effective. These identities, whether constructed by social, political, or other forces, unite us in working toward a healthy region for everyone. We want to hold ourselves accountable for attracting and retaining a diverse team. Project Access NOW recognizes the value of a diverse workforce and believes a diverse work environment empowers our community. We strongly encourage all qualified candidates to apply regardless of race, ethnicity, gender, sexual orientation, or religious affiliation.

How to Apply:

Visit our website at www.projectaccessnow.org. Respond to the DEI questions found under our Hiring Process. Submit your response along with a resume and cover letter to: jobs@projectaccessnow.org