

Title: Director of Finance
Reports to: Executive Director
Type: Full-time / Exempt

Description:

The Director of Finance is a member of the senior leadership team who manages all aspects of the agency's financial health and long-term growth. Also lead the financial policies and procedures to ensure that assets are protected.

Responsibilities:

Overall responsibilities include:

- Oversee and coordinate all financial activities for the agency; lead the monthly close process; monitor cash flow; manage financial reporting to all sources both internal and external; retain control over financial software
- Lead finance staff and serve as a backup for all financial tasks
- Prepare the agency for growth in operations
- Manage the annual cycle of HUD and Louisville Metro grants; interpret legislative and programmatic rules and regulations to ensure compliance with all federal, state, local guidelines
- Protect the agency's assets through partnerships with bank and investment managers; manage risk through partnership with insurance broker
- Ensure internal controls are adequate and substantiating documentation is approved and available; ensure that all purchases, grants and contracts will pass independent and governmental audits
- Lead annual financial budget process and provide support as requested by operations
- Participate in developing new business by drafting prospective work plan budgets and determining cost effectiveness of prospective service delivery
- Work with leadership to ensure programmatic success through regular reporting, cost analysis support, and compliance with all contractual and programmatic requirements
- Define and respond to operation's needs
- Lead external audits and tax process
- Interact with and provide information to Finance Committee and Board of Directors

Detailed responsibilities include:

- Prepare and enter revenue entries to the accounting system; reconcile cash received to donations recorded in the donation application
- Reconcile GL to bank accounts
- Prepare monthly grant draw which requires an in-depth understanding of payroll and the accounting cycle
- Process payroll using ADP

St. John Center helps homeless men address barriers to self-sufficiency and housing so that they may leave homelessness for good. By providing daytime shelter, social services, supportive housing, and serving as a hub with partner agencies, St. John Center is where homeless men **seek help, find hope, and move home.**

Homelessness ends here.



- Prepare and enter several month end entries

Physical Requirements and Cognitive Skills:

- Sitting for long periods of time, bending, light lifting, walking, climbing stairs
- Typing and using a computer for long periods of time
- Ability to manage multiple tasks on a timely basis and communicate progress to supervisor
- Ability to ensure accuracy in the general ledger and maintain confidentiality
- Excellent communication skills
- Possess strong analytical skills, good strategic thinking, and strong leadership skills

Minimum Qualifications:

- Bachelor's degree in Accounting
- 5 years of experience as an Accounting Manager or similar role
- Advanced computer literacy including any accounting system, word processing, Excel, accounting software and Google suite

Preferred Qualifications:

- CPA
- 3 years of experience in social work or closely related field

To apply, send resume and cover letter to hr@stjohncenter.org, or at 700 E. Muhammad Ali Blvd., Louisville, KY 40202. Contact is Rae Martin, Executive Director.

Salary range:

\$57,000 - \$71,0000 annually

Benefits:

Paid time off for vacation, sick, holidays, and other

Work week hours: 36.5 (instead of 40)

Medical, Vision, and Dental Insurance

Short-term disability

Employee Assistance Program

IRA match (up to 3%)