



Date Updated:
October 2024

Title: Finance and Operations Director
Reports To: President
Classification: Full-time Plus

Joy's House retains a compassionate individual to champion our values of **self-worth, fulfilled lives, safety, individuality, truthfulness, comfort, and inclusion** in this position. This role will join our Joy's House team to serve our families and community by providing *exceptional* adult day and caregiver services.

Job Summary: Oversees the financials, reporting, and daily processes as well as operations and human resources.

Liaison to: Finance Committee

Primary Responsibilities:

Leadership, Planning, and Analysis

- Oversee the organization's financial activities, human resources and facility operations.
- Lead the Finance and Operations Department in maintaining and implementing policies, processes, and procedures.
- Ultimately oversee human resources functions and serve as the primary internal contact for related matters.
- Strategic and operational oversight of the organization's accounting, compliance, financial planning, and budgeting functions.
- Plan, develop, implement, and oversee the organization's annual and long-term financial performance, including revenue forecasting and cost management in support of the Joy's House mission and in alignment with the organization's strategic plans for leadership and board.
- Manage cash flow and forecasting and develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Finalize annual budget.

Accounting

- Maintain internal control safeguards and coordinate all audit activities.
- Ensure organizational compliance with relevant laws and tax obligations (including filings) and manages organizational risks and liabilities. Specifically, IRS Form 990s, and 1099s submissions.
- Evaluate the finance team's ongoing delivery with an emphasis on continual improvement, efficiency, and effectiveness
- Plan, manage, and supervise the timely and accurate preparation of the organization's annual audited financial statements in conjunction with the external auditors.
- Plan and supervise the annual external audit in conjunction with the external auditors.
- Support Managed Care Entities (MCEs) from a finance perspective.

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and budget audit requirements.
- Partner with the President in budgeting, tracking, and reporting the financial status of all grants and contracts.
- Oversee the month-end closing process as well as finalize, review, and present End-of-Month reports.
- Review bi-weekly payroll.
- Finalize and present year-end reports.
- Establish new online accounting software to coordinate with existing software (i.e. StoriiCare, Bloomerang) and provide non-profit fundamentals needed.

Minimum Qualifications – Experience/Education:

- Experience in a financial-management role, partnering with executive staff, external auditors; regulatory agency personnel; banking and investment personnel; contractors and consultants; and donors is preferred.
- Bachelor’s degree in business, management, accounting or finance required. Master’s degree and/or CPA preferred.
- At least 4 years of progressively responsible experience in a nonprofit environment required.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Experience in legal, audit, compliance, budget, and resource development preferred.
- Excellent written and oral communication skills.
- Familiarity with various types of investments and charitable trusts, and the appropriate accounting reporting required, is strongly preferred.
- Expert Excel skills required along with high proficiency in Teams, QuickBooks, and ideally, Bloomerang.

Qualifications – Personal Characteristics:

- Strategic leader, a thoughtful problem-solver who is effective at leading change and can successfully support growth through innovation and collaboration.
- Resourceful team-player, with the ability to also be extremely effective independently.
- Ability to establish credibility and be decisive in support of the organization's mission, priorities, and commitments.
- Exceptional qualities of integrity, credibility, and professionalism.
- Strong work ethic, resilience, and ability to work under pressure and handle stress.

At Joy’s House, we celebrate our values of *Individuality* and *Inclusion*.

Employment opportunities at Joy's House are based upon one's qualifications and capabilities to perform the essential functions of a particular job. Joy's House is an equal opportunity employer.
