



Date Updated:
September 2022

Title: Finance and Operations Director
Reports To: President & CEO
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.

Liaison to: Finance Committee

Primary Responsibilities:

Finance

- Responsible for all activity in the general ledger
- Input and review all A/R and A/P
- Manage and collect aging accounts
- Prepare deposit allocations and bank deposits
- Run credit cards and send receipts as needed
- Work with Advancement department to ensure accuracy
- Facilitate month-end process and entries
- Reconciliations and administration over
 - Petty cash reconciliations
 - Credit card reconciliations
 - Bank reconciliations
 - Balance sheet reconciliations
- Provide information on general ledger activity as requested by staff
- Assist Advancement department with grant budgeting and reporting
- Create and distribute financial packets to leadership and Finance Committee
- Lead Internal Finance and Finance Committee meetings
- Oversee the annual budgeting process
- Oversee annual audit
- Oversee all tax related filings (property tax, 990, 1099s, etc.)
- Manage all efforts related to insurance
- Work closely with Finance Consultant

Operations

- Manage postal unit
- Coordinate IT efforts with current managed IT provider
- Create and maintain vendor files
- Potential to oversee Operations Coordinator (TBD)

Human Resources

- Manage payroll process
- Administer staff benefits programs including

- Health Insurance
- 403(b)
- PTO

Minimum Qualifications:

- Associates degree in accounting or related field required, Bachelor's degree preferred
- 3 to 5 of experience in accounting or bookkeeping in a nonprofit setting
- Strong skills with Excel and other Office products
- Knowledge of QuickBooks preferred
- Strong communication skills, both written & verbal
- Understanding of GAAP and accrual accounting
- Attention to detail, deadline oriented, flexible, adaptable, and able to prioritize
- Excellent time management skills
- Must be able to lift 50 pounds

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.