



Director of Finance & Administration

Summary: The Director of Finance & Administration manages the Center's finances, planning and budgeting, as well as the human resource, administration, and facilities functions. The Director of Finance & Administration is a member of the Center's leadership team and plays a key role in strategic decision making and operations of the organization as it continues to enhance its programs and capacity, as well as serving as a staff liaison to the Board of Directors and relevant Committees.

Hours/Classification: This is a full-time, exempt (salaried) position. Schedule is generally M-F. Occasional additional evening/weekend hours for meetings or special events.

Direct Report: The Director of Finance & Administration reports to the Executive Director.

Job Qualifications:

- Bachelor's Degree in Accounting, Finance and/or related field (certifications or additional experience may be substituted for degree).
- Minimum 4 years (5-8+ years preferred) of nonprofit financial management/budget development. Senior level experience preferred.
- Experience overseeing human resources functions strongly preferred, including improving inclusion and equity across all HR policies.
- Operations management experience (capital projects, routine maintenance) strongly preferred.
- Strong track record of effective grant/contract management and use of restricted funds.
- Demonstrated supervisory/management skills. Prior experience successfully managing teams and projects and delivering outstanding results.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with stakeholders. Must be able to communicate effectively to diverse stakeholders including staff, volunteers, donors, program participants, and Board/committee members. Ability to translate financial concepts to, and effectively with, programmatic and fundraising colleagues.
- Strong attention to confidentiality of private information; exceptional professional discretion.
- Excellent organization and time management; ability to meet deadlines and to keep accurate records.
- Exceptional judgement, professional ethics, and problem-solving skills.
- Strong computer skills required, including proficiency in QuickBooks Online, Microsoft Word/Excel, plus ability to enter data and run reports in database. Comfort with SharePoint/Google Applications a plus.
- Personal qualities of integrity and credibility. A strong appreciation for organization's mission, values, and approach, with a commitment to working with and supporting all members of the Amherst Survival Center community and ensuring the fair and equitable distribution of goods.
- Strong preference for candidates who bring additional skills, capacity, and perspective that strengthen our ability to meet our mission such as: language proficiency in addition to English; lived experience with food insecurity; racial, cultural, and ethnic diversity; community engagement; experience working on food justice issues; experience working within organizations on diversity, equity, and inclusion; collaborative leadership, and/or other relevant skills.
- Valid driver's license and ability to be insured under agency automobile policy preferred.

Essential Duties and Responsibilities

Financial Management:

- Responsibility for the quality and content of all financial data, reporting and audit coordination.
- Responsible for development and monitoring of the annual budget including budget variance analysis and work with program staff.



- Complete organizational accounting: Accounts receivable; accounts payable; month-end close; journal entries; work with assigned designee to complete bank reconciliations monthly/quarterly.
- Biweekly payroll processing through external payroll company.
- Collaborate with Executive Director to submit funding applications; ensure accurate and timely grant spending, accounting, and reporting for both restricted and unrestricted funds.
- Direct internal and external audits to ensure compliance; file state/federal forms and reports.
- Support Development with special events and special gifts.
- Serve as staff liaison to Board of Directors, Finance and Investment Committees; prepare reports.
- Manage digital and paper documents according to document retention policies.

Human Resources Compliance and Benefits Administration:

- Further develop organization's human resources and administration, compensation and benefits, performance evaluation, training and recruiting, with focus on equity and inclusion across all policies.
- Administer employee benefits.
- Create and update job descriptions.
- Maintain employee personnel files.
- Review and update Employee Handbook annually.
- Handle workers' compensation claims, unemployment claims, verification of employment, etc.

Administration & Operations:

- Comply with local license and permit requirements; ensure applications are filed on time.
- Manage organizational risk; oversee insurance policy renewals, claims, and incident reports.
- Maintains clear written policies and procedures.
- Supervise the Operations Coordinator to ensure facilities, grounds and vehicle fleet are maintained.
- Oversee capital projects to ensure work is completed on time and within budgetary parameters.

Additional responsibilities:

- Participate actively in full staff meetings, leadership team meetings, and supervision meetings.
- Represent the Amherst Survival Center with community stakeholders as assigned.
- Demonstrate professionalism at all times, both verbally and in writing when representing the Amherst Survival Center, including appreciating and supporting those you work with, showing respect to all ASC participants, demonstrating professional conduct, acting with honesty and fairness in all of your dealings with others, proactively addressing conflict in the Center as it arises.
- Approach your work with an attitude of continuous improvement. This involves continually examining processes to discover and eliminate problems in order to improve participant satisfaction and to enhance program effectiveness.
- Play an active role as part of the Amherst Survival Center team to develop organizational structures and policies, and ensure all program areas fulfill the Center's mission, including playing an active role in the Center's diversity, equity and inclusion efforts. Participate in intentional learning opportunities, including a focus on understanding and dismantling institutional racism and building cultural competency.
- Other reasonable duties as assigned Executive Director or designee.

Working Conditions: Position primarily works indoors, with some outdoor exposure. Frequent typing, writing, talking on phone, and talking in person. The Center is a fast-paced environment which can be crowded/noisy.