



## Job Description: Director of Finance & Administration

**Status:** Full-time Exempt

**Reports to:** CEO

**Currently Supervises:** Accountant, Manager of Finance Support & Administration

**Schedule:** 8-hour shift | Mon-Fri

**Work Location:** In person.

**Salary Range:** \$85-\$90

### Our Mission

Lincoln Park Community Services (LPCS) brings communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

### Job Summary

The Director of Finance & Administration, reports to the CEO and will lead and oversee the financial activities of the organization and provide oversight to administrative functions in operations & facilities, human resources, and IT. Key responsibilities include financial reporting, treasury management, cash forecasting, and fiscal management of public and private contracts in accordance with all agency, public and private funder requirements. Additionally, the Director of Finance provides oversight of the Operations Manager covering employee benefit administration, IT services, facilities and other administrative duties as assigned. Additionally, the Director of Finance is responsible for maintaining and adhering to all Lincoln Park Community Services (LPCS) policies and for staffing the Board of Director's Finance Committee. The Director of Finance works closely with the CEO on all aspects of compliance with LPCS, state and city financing/grant funding, and provides proactive analysis of organization financials and budget planning and forecasts predicting future opportunities for growth on an ongoing basis.

### Responsibilities

#### Financial Management and Reporting

- Directing the preparation of all financial statements, including income statements, balance sheets, statements of cash flow, tax returns, and governmental agency reports.
- Comparing projections to actual figures and budgeted expenses to actual expenses; making or overseeing necessary adjustments.
- Preparing financial reports for all grants.
- Ability to lead and oversee financial activities, including preparation of financial statements, cash forecasting, and fiscal management of contracts.
- Proficient in comparing projections to actuals, adjusting budgets, and identifying long-term fiscal opportunities and challenges.
- Experience in preparing financial reports for grants, ensuring compliance with funder requirements.
- Proficient in database and accounting computer application systems for effective financial management.

### **Strategic Planning and Analysis**

- Reviewing the planning process and suggesting improvements.
- Analyzing operations to identify long-term building maintenance expenses and reserves.
- Studying long-range economic trends and projecting their impact on future growth.
- Identifying opportunities for expansion into new programs and the resources needed to support anticipated growth.

### **Leadership and Coordination**

- Working with leadership to coordinate planning and establish priorities.
- Working closely with the CEO and other leadership team members to coordinate planning.
- With CEO, approving all employee benefit plans.
- Ability to provide leadership, manage a team (directly supervising an Accountant), and work collaboratively with the CEO and other leadership team members.
- Ensuring adherence to organizational policies and procedures, including staffing the Board of Director's Finance Committee.

### **Administrative and Operational Oversight**

- Oversight of administrative functions such as operations, facilities, human resources, and IT.

### **Communication and Professional Development**

- Attending required meetings internally and externally.
- Maintaining confidentiality.
- Participating in training and professional development opportunities.
- Representing the organization in a professional manner at events and activities.

- Excellent written and verbal communication skills for internal and external stakeholder interaction.
- Commitment to participate in training and professional development opportunities.
- Attend all-staff meetings, assigned trainings, and annual fundraising events.

## Qualifications

- B.S. in Accounting or Finance required, Master's preferred.
- Certified Public Accountant designation preferred.
- Minimum of 5 years of experience in financial management/department leadership.
- Familiarity with contract billing and budget allocation.
- Proficiency in database and accounting computer application systems.
- Exceptional written and verbal communication abilities.
- Outstanding analytical, organizational, management, interpersonal, and supervisory skills.
- Ability to analyze financial data effectively and manage multiple tasks efficiently.

## Equal Employment Opportunity Statement

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.

## Other Considerations

**NOTE:** *This job description is not intended to be all inclusive and employees may perform other duties as assigned.*

## Benefits

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance