



## **POSITION DESCRIPTION**

### **Director of Finance**

#### **About the Opportunity**

This is an excellent opportunity for a seasoned accounting professional with leadership experience to move into a well-established not-for-profit organization with a healthy financial position that needs to deepen its financial management infrastructure to accommodate anticipated growth in programs and revenue.

The organization's FY 23 operating budget is \$3 million with a staff of 20, that is scheduled to expand to 25 by FY 24. A successful candidate would be joining a management team with decades of experience in finance, grants management and fund development.

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#### **About Building Futures**

Building Futures was founded in 2007 as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in the construction occupations to train individuals as highly skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island's construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors that include healthcare, information technology, advanced manufacturing, and marine trades, among others. Working with employers, industry partnerships, government, and community-based organizations, we are spreading the proven model of Registered Apprenticeship to benefit the state's workforce and economy.

## **Position Details**

The Director of Finance will oversee all financial activities to ensure a complete understanding of Building Futures' financial standing. The incoming Director of Finance will play an instrumental role in continuing to shape the finance department infrastructure, including the framework for financial policies, procedures, and technologies.

This position reports directly to the Executive Director and is a strategic partner with the Executive Director, Operations Director, and the Finance Committee, with shared responsibility for the organization's financial management and strategy, including directing and implementing company financial policies and procedures, financial forecasting, budgeting, and monitoring of revenue and expenses, and ensuring regular reporting to a wide variety of stakeholders.

As needed, the Director of Finance will engage with various stakeholders to ensure proper adherence to both internal controls and external compliance requirements.

The salary range is \$105,000-\$115,000 with a highly competitive benefit package.

## **Responsibilities**

- Steward and participate in developing an organization-wide financial strategy, providing fiscal oversight for the organization. Develop financial forecasts; lead a multi-year financial planning scenario and contingency planning process.
- Lead the annual operating budget development process in consultation with Executive Director, Operations Director, and senior staff, and work with Treasurer to present the annual budget to the Finance Committee and Board.
- Manage the organization's finance department and supervise accounting staff, serving as back up in all functions as needed, e.g., payroll.
- Plan, implement and maintain an automated budget-reporting system within agency's accounting software.
- Coordinate with Director of Operations in the preparation of all grant, contract, and project budgets, as well as required budget modifications.
- Prepare timely monthly financial close and internal financial reports as needed for Executive Director, Board of Directors and Program Directors to ensure a shared understanding of the organization's financial position and to support program management.
- Oversee preparation, submission and tracking of monthly invoice and drawdown processes with funders. Assist the Director of Operations and Grants Manager in tracking and reporting on the use of grant and other funding resources, both internally and externally.
- Serve as primary liaison with funders during grant and contract monitoring, and ensure compliance with all local, state, and federal government regulations as well as other applicable requirements related to charitable organizations.
- Serve as lead manager of the agency's annual audit process including financial statements, single audit, and IRS 990, meeting all prescribed deadlines.
- Maintain up to date finance policy and procedure manuals and ensure adherence.

## Qualifications

Alignment and commitment to our organizational mission is essential: Our mission is to meet employer and industry need for skilled workers through the Registered Apprenticeship system while creating family-sustaining careers for people experiencing poverty.

Successful applicants will have:

- Bachelor's degree in accounting, finance, business administration or a related field and 7-10 years of relevant combined education and experience in the nonprofit sector, i.e., finance and accounting, preferable in a grant-funded environment. MBA or CPA a plus.
- Excellent mathematical and analysis skills.
- Ability to lead departments and individuals.
- Strong written and oral communication skills, including ability to create user friendly reports and present them to others.
- Knowledge of financial accounting and general ledger software, with Abila MIP experience a plus.
- Strong creative skills to develop new and innovative solutions.
- Experience creating usable budgets at different levels of detail and assist in maintaining shared cost allocations.
- Strong organizational and project management skills and ability to work both independently and in a team format.
- Experience with payroll processing and software, with ADP experience a plus.
- Proficiency with Microsoft Office suite, with intermediate to advanced Excel skills.
- Experience with and understanding of issues impacting low-income urban residents.
- Relevant employment references and a successful BCI background check in advance of hire.

## Additional Information

Building Futures is located in the Valley neighborhood of Providence, RI.

Building Futures is proud to be an equal opportunity employer. People of color, women, LGBTQ+ and gender non-conforming candidates, people with disabilities, and people of other diverse backgrounds and experiences are strongly encouraged to apply.

Please send cover letter and resume to Shelby Mack, Chief of Staff, at [smack@bfri.org](mailto:smack@bfri.org) with the subject line: **Director of Finance**.