



Light House

A HOMELESS PREVENTION SUPPORT CENTER

Position Profile: Director of Finance (02/2024)

Objectives

The Light House Director of Finance, a member of the leadership team, is responsible for the fiscal management of the organization. The Director of Finance oversees all accounting functions, is responsible for financial reports and projections, and directs annual audits. The position functions as staff liaison for the finance and investment committees, supervises the Bookkeeping Assistant and the Staff Accountant, and works collaboratively with the Deputy Director and the Director of Development & Communications. The Director of Finance is knowledgeable about nonprofit accounting procedures and adheres to nonprofit and other financial practices, protocols and controls. The Director of Finance is supervised by the Executive Director, and reports to the Executive Director and the Finance Chair of the Light House Board of Directors.

Learn more about the Light House at <https://annapolislighthouse.org/>.

Tasks and Responsibilities

The Director of Finance will be responsible for the following tasks:

1. Manage all aspects of the accounting system, ensuring GAAP compliance and strong internal controls.
2. Work with the Executive Director to help develop fiscal policies and procedures and to monitor their effectiveness and implementation.
3. Direct annual budget process, in close collaboration with Executive Director, Director of Development and Communications, and Light House Board of Directors, based on historic spending trends, current and projected revenue. Manage corresponding spend plan and track execution progress against approved annual spend plan.
4. Provide monthly status reports to Finance Committee, Board of Directors, and financial leadership staff team comprised of Executive Director, Deputy Director, and Director of Development & Communications. Make strategic recommendations to these parties accordingly.
5. Oversee the conversion from QuickBooks Pro to Financial Edge, a Blackbaud CRM. Define standard usage policies for adoption of Financial Edge.
6. Coordinate the annual audit and preparation of Form 990 and ensure timely filing of Form 990 and other state and local financial documents.

7. Meet regularly with department heads to confer on status of program budgets, and support and advise department heads as needed.
8. Manage general ledger, accounts payable and accounts receivable, inventory, cash management, fixed assets, and payroll.
9. Operate as primary staff liaison to the Finance Committee and Investment Committee.
10. Work with the Executive Director to provide oversight of financial matters related to human resource management.
11. Oversee accounting of the Light House Social Enterprise LLC operations, working collaboratively with the Director of Social Enterprise, Bistro Bookkeeper/CPA, and Chair of the Social Enterprise Board.
12. Monitor status of reserves and any future investments.
13. Oversee vendor payments, relations, and agreements to ensure on-time processing of bills and other payments.
14. Support Director of Development & Communications in the oversight of grant budget creation, appropriate expenditures, and invoicing.
15. Provide direct oversight, along with the Director of Development & Communications, for monthly reconciliation of finance and fundraising team revenue records.
16. Supervise quality control of financial management systems in support of organization's budget controls.
17. Perform other duties, as assigned.

Qualifications

- Bachelor's in Business Administration, Finance, Economics, related field or comparable work experience.
- Demonstrated 7-10 years experience in business management, finance, or accounting role.
- Experience working collaboratively with multiple departments and stakeholders.
- Minimum 5 years experience with grant management.
- Experience with Financial Edge, other Blackbaud product, or similar CRM required.
- Nonprofit experience strongly preferred.

Apply

Apply for this opportunity [here](#).