



Job Posting Finance Director

Would you like to be part of a premier nonprofit in Snohomish County dedicated to ending domestic violence and intimate partner violence for individuals and families? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing diverse and equitable services for individuals impacted by Intimate Partner Violence (IPV), including their children, and by facilitating social change. Our vision is to create an environment, which is safe, responsive and supportive of individuals and/or families impacted by IPV. DVS is dedicated to fostering individual dignity, respect, hope and self-determination.

General Summary

The Finance Director is responsible for all accounting and financial functions, to ensure compliance and regulatory requirement and enhance internal organization processes and infrastructure. The Finance Director will be a support to the CEO and Board of Directors to ensure visibility of the financial performance of the organization.

Essential Duties

- Maintain and balance general ledger including fund accounts, temporarily and permanently restricted funds.
- Review all bank reconciliations.
- Monitor the organization cash flow and working capital.
- Prepare reports pertinent to the operation of the agency as needed for internal management and outside organizations.
- Prepare and present monthly financial statements to the Finance Committee & Board of Directors.
- Develop annual budget in coordination with CEO and Senior Leadership.
- Manage accounts payable & receivable.
- Manage payroll process and work closely with third party payroll provider to resolve any payroll discrepancies.
- Work closely with CPA firm to prepare the annual 990 tax return.
- Oversee employee benefit administration.
- Oversee insurance contracts.
- Prepare for and serve as liaison for annual financial audit.
- Lead single audit.
- Actively participate in the decision making process for the organization, including the exercise of discretion and independent judgement in matters of relevance to the organization.
- Communicate with all staff and members of the public in a manner that reflects respect and equality among all individuals of diverse cultural, ethnic, faith, mental/physical or sexual orientation backgrounds.
- Other duties as assigned.



Minimum Qualifications

- Minimum five years of progressively responsible, relevant accounting experience.
- Analytical skills.
- Demonstrated accounting & finance skills.
- Ability to work as a member of a team as well as independently.
- Vehicle with current driver's license, registration, and insurance required.
- Demonstrated skill in written and oral communications.
- Bi-lingual capability preferred.

Preferred Qualifications

- B.A. in accounting.
- Non-profit accounting experience.
- Familiarity with cost allocation methods.
- Familiarity with non-profit grant billing.
- Experience with Abila MIP Fund Accounting software or other software capable of government or non-profit reporting.
- Computer systems administration.

Knowledge, Skills & Abilities

- Commitment to the agency's mission, vision and values.
- Ability to work a typical schedule in the office, Monday to Friday, 40 hours per week, but periodically work a varied schedule with some evening and weekends as required.
- Understanding of domestic violence issues and victim's needs.
- Excellent networking skills and ability to present a professional appearance when representing the agency.
- Demonstrate skills in written and verbal communication.
- Experience in organization, prioritize and problem solving with ability to handle multiple priorities in a timely and efficient manner.
- Ability to maintain strict confidentiality of client and agency information.
- Ability to work as a member of a team as well as independently.
- Experience working with families in crisis preferred.
- Basic computer skills: Microsoft Office, working knowledge of internet, email, and ability to learn new programs.
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- Vehicle with current driver's license, registration and insurance required.
- No disqualifying criminal history or sex offender convictions (WSP WATCH & DOJ Sex Offender Registry).

**Position Specifics**

This is a full-time salaried exempt position reporting to the Chief Executive Officer. The typical schedule is Monday through Friday. DVS provides a comprehensive salary and benefits package that includes health insurance, dental, long-term disability, and generous paid vacation and sick leave.

Salary

Salary Range: \$90,000 - \$104,335 based on background and experience.

To Apply

To be considered for the position, candidates should submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations.

By Mail

Domestic Violence Services of Snohomish County
P.O. Box 7
Everett, WA 98206

By Email

admoffice@dvs-snoco.org

DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.