



Director of Finance Job Description

Reports To: Executive Director

Work Schedule: Exempt position. Tuesday - Friday; 0900 - 1700

Exact days and times may be adjusted to best fit applicant and company

Salary range: \$94,000 - \$114,000 (starting range \$94,000 - \$96,496)

Job Overview:

The Director of Finance is a key member of the leadership team, responsible for overseeing all financial operations, budgeting, compliance, and fiscal strategy for a growing nonprofit organization. This role is ideal for a detail-oriented, values-driven finance professional who is excited to develop infrastructure and financial systems that support the sustainability and integrity of trauma-informed programs for youth in crisis.

The Director of Finance will work closely with the Executive Director and Board of Directors to ensure financial transparency, manage grants and contracts, and align fiscal planning with organizational goals and ethical practices.

Responsibilities and Duties:

Financial Strategy and Leadership

- Develop and implement the organization's financial strategy, including long-term forecasting and budgeting aligned with the mission.
- Serve as a strategic advisor to the Executive Director on financial planning, risk management, and sustainability.
- Collaborate with program and development staff to align financial goals with programmatic needs and growth.

Accounting and Reporting

- Oversee day-to-day accounting functions, including accounts payable/receivable, payroll, bank reconciliations, and general ledger maintenance.
- Prepare monthly, quarterly, and annual financial reports for leadership, funders, and the Board of Directors.
- Manage annual audits and ensure compliance with GAAP, federal and state regulations, and nonprofit accounting standards.

Budgeting and Grants Management

- Lead the development and monitoring of the annual organizational budget and individual program budgets.
- Track and report on restricted and unrestricted funding, ensuring accurate allocation of expenses.
- Support grant proposals and funder reporting by providing financial data and analysis.

Operations and Infrastructure

- Establish and maintain financial policies, internal controls, and accounting procedures.
- Select and manage finance-related systems (e.g., accounting software, payroll systems).
- Ensure compliance with nonprofit regulations, tax filings (e.g., IRS Form 990), and reporting requirements.

Board Engagement

- Present financial updates to the Board of Directors and Finance Committee.
- Support board development in financial literacy and fiscal oversight best practices.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Level:

- Bachelor's degree in finance, Accounting, Business Administration, or related field is preferred.
- OR Comparable lived experience.

Experience:

- Minimum 5 years of progressively responsible financial management experience, preferably in the nonprofit sector.
- Strong understanding of nonprofit financial regulations, GAAP, and fund accounting.
- Experience managing budgets of \$1M+ and overseeing grants or government contracts.
- Proficiency in accounting software (e.g., QuickBooks, Sage Intacct).
- Proficiency with Microsoft based products (Outlook, Word, Excel, Teams/SharePoint) and Google Workspace.
- Demonstrated ability to communicate complex financial information clearly to non-financial stakeholders.

Preferred:

- CPA or Master's degree in Finance or Accounting.
- Experience in a start-up or scaling nonprofit organization.
- Familiarity with trauma-informed care, behavioral health, or youth-serving organizations.
- Knowledge of California nonprofit and employment law (if applicable).

Other Requirements:

- Must be at least 21 years of age.
- Health and Tuberculosis Screening (at company's cost) prior to 1st day of employment.
- LiveScan background check.

Skills and Abilities

Financial and Technical Competencies:

- Deep understanding of nonprofit finance, including fund accounting, budgeting, forecasting, cash flow management, and financial reporting.
- Strong analytical and quantitative skills, with the ability to interpret and synthesize complex financial data into actionable insights.
- Proficiency in accounting software (e.g., QuickBooks, Sage Intacct, or similar) and advanced Excel skills, including pivot tables, formulas, and financial modeling.
- Experience with grants management, including budget tracking, cost allocation, and preparing financial reports for funders and government agencies.
- Knowledge of compliance requirements including GAAP, IRS 990 filings, audit preparation, and federal/state nonprofit regulations.
- Ability to design and implement internal controls and financial policies that promote accountability, transparency, and organizational sustainability.
- Experience conducting or supporting financial audits and ensuring audit readiness throughout the fiscal year.
- Comfortable preparing and presenting financial information to non-financial stakeholders, including board members, donors, and program staff.

Strategic and Organizational Thinking:

- Strong strategic mindset, with the ability to align financial planning with organizational vision and mission.
- Experience contributing to or leading financial planning during rapid organizational growth or start-up phases.
- Ability to balance short-term needs with long-term financial sustainability in mission-driven environments.
- Creative and resourceful when solving problems, managing limited resources, or building systems from scratch.

Leadership and Collaboration:

- Proven ability to lead, coach, and collaborate across departments, especially in cross-functional teams where finance intersects with programs, development, and HR.
- Strong project management skills, with the ability to prioritize and manage multiple deadlines in a dynamic, evolving environment.
- Excellent written and verbal communication skills, with the ability to clearly explain budgets, forecasts, and financial models to both financial and non-financial audiences.
- Highly organized, detail-oriented, and committed to operational excellence.

Mission Alignment and Personal Attributes:

- Passion for social impact, youth development, and mental health advocacy.
- Deep commitment to trauma-informed, equity-centered practices and the well-being of youth in crisis.
- Ability to work with sensitivity and discretion when handling confidential information related to finances, personnel, or youth programming.
- Culturally responsive and inclusive, with experience working in diverse communities and a strong understanding of social justice principles.
- Demonstrates integrity, accountability, and professionalism in all aspects of work.
- Comfortable working in a start-up culture, with flexibility, adaptability, and a solution-oriented mindset.
- Open to continuous learning, feedback, and professional development.

Physical Demands:

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/8hr day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/8hr day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/8hr day)

Physical Demands		Lift/Carry		Push/Pull	
<i>Stand</i>	<i>O</i>	<i>10 lbs or less</i>	<i>F</i>	<i>12 lbs or less</i>	<i>O</i>
<i>Walk</i>	<i>F</i>	<i>11-20 lbs</i>	<i>O</i>	<i>13-25 lbs</i>	<i>O</i>
<i>Sit</i>	<i>F</i>	<i>21-50 lbs</i>	<i>O</i>	<i>26-40 lbs</i>	<i>O</i>
<i>Handling</i>	<i>C</i>	<i>51-100 lbs</i>	<i>N</i>	<i>41-100 lbs</i>	<i>N</i>
<i>Reach Outward</i>	<i>F</i>	<i>Over 100 lbs</i>	<i>N</i>		
<i>Reach Above Shoulder</i>	<i>O</i>				
<i>Climb</i>	<i>N</i>				
<i>Crawl</i>	<i>N</i>				
<i>Squat or Kneel</i>	<i>O</i>				

Bend	O				
<i>Vision: Close vision, Distance Vision, Peripheral vision, depth perception and ability to adjust focus.</i> <i>Hearing: Hear, understand, and respond to verbal information in person or by phone with the public and co-workers.</i> <i>Dexterity: Manipulate objects with fingers rather than with whole hand, using a computer keyboard and mouse.</i>					

AA/EOE: Sorrel Leaf provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements, and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or a work environment change.

I further understand that my employment is at-will and thereby understand that the company or I may terminate the employment relationship at any time, with or without cause.

_____ Employee Printed Name	_____ Employee Signature	_____ Date
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_____ Supervisor Printed Name	_____ Supervisor Signature	_____ Date
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