



Ohio Alliance to End Sexual Violence

Position Description: Director of Finance

Ohio Alliance to End Sexual Violence (OAESV) is Ohio's members-based statewide coalition. OAESV strongly believes that there is power and strength in our collective voices. A primary function of the coalition is to ensure there is a continuum of timely, inclusive, and effective supports, services, and resources for all individuals who have been impacted by sexual violence and want that access. We do this work through an anti-oppression lens.

POSITION OBJECTIVE: The Ohio Alliance to End Sexual Violence (OAESV) seeks a full-time Director of Finance to oversee all financial matters of the organization. As an intricate member of the Core Executive Team, this position requires a high degree of decision-making, accountability, and cross-functional collaboration. The Director of Finance is responsible for assessing the fiscal health of the organization and ensuring the organization and its staff follow agency financial policies and funding requirements pertaining to fiscal accountability.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking effective action to end sexual violence in Ohio. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

All applicants must be familiar and agree with OAESV's mission statement and philosophy regarding the elimination of sexual violence, anti-oppression, empowerment, inclusiveness, and social change. Ideal candidates will have a solid understanding of the root causes of sexual violence. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have vision, a positive attitude, high professional standards, and passion for the mission of OAESV. In addition, candidates should be politically savvy, outcome-oriented, and interested in being part of a progressive, mission-driven team. They should have a mind for strategic planning and work with intention and accountability.

SALARY RANGE: \$78,000 to \$87,500 a year, commensurate with experience

Because we know that the practice of salary negotiation can contribute to pay inequities, this starting salary is non-negotiable. Our compensation structure, as well as our approach to future compensation adjustments, is transparent to all employees.

REPORTS TO: President & CEO

SUPERVISES: Accountant

ESSENTIAL DUTIES AND RESPONSIBILITIES (including, but not limited to, the following)

Fiscal Management

- Work closely with CEO to oversee budgeting, auditing, accounting, financial reporting, and risk management.
- Communicates and implements overall financial strategy, in alignment with agency strategic planning priorities
- Update Financial Policies and Procedures to prevent waste, fraud, abuse, and misconduct, and to promote integrity, efficiency, and effectiveness
- Maintain individual grant budgets and work closely with CEO and VP of Operations to monitor and develop organizational budget, ensuring we have resources to execute projects and reach goals
- In collaboration with Director of Grant Management & Sustainability, develop and maintain a calendar for fiscal grant reporting and submissions, while overseeing and preparing budgets for new grants, making budget revisions as needed, and responding to all inquiries from federal and state grants
- Prepare monthly financial reports for the Board and President & CEO; work closely with the Board Treasurer
- Oversee internal monthly budget planning meetings with CEO, VP of Operations, and Director of Grant Management & Sustainability
- Prepare for, assist, and act as a point of contact with external auditors for annual fiscal audit
- Oversee fiscal and business administration tasks, including financial reconciliation, payroll, accounts payable and receivable, and payroll taxes
- Coordinate communication with federal and state grant managers regarding finances
- Direct the preparation of all financial reports, including income statements, balance sheets, reports to board of directors, tax returns, and reports for government regulatory agencies
- Maintain accounting records for fixed assets
- Generate and distribute accurate monthly, quarterly, and annual financial reports for the CEO, Core Team, Board of Directors, and other audiences as required

Risk Mitigation & Human Resources Management

- Maintains appropriate insurance coverage for employees and office space, and immediately notifies carriers of all potential claims in order to mitigate risk

- Updates, communicates, and implements Document Retention Policy
- Review annual employee benefits renewal information and make recommendations based on budget
- Assist Human Resource personnel in management of Personnel Policies, insurance benefits, and 401k administration

Organizational Care & Growth

- Ensure adherence to federal and state laws and regulations, contractual obligations, regulatory tax filings, and audit requirements
- Proactively monitor investments, oversee financing strategies, manage cash flow, and provide strategic forecasting
- Provide strategic recommendations to the CEO based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis
- Analyze OAESV's finances to inform growth and capacity building
- Review and become familiar with all federal, state, and local grant platforms to ensure prompt attention to budget modifications as needed
- Participate in federal financial webinars, conferences, and audits
- Attend Board and Committee meetings as requested by the CEO
- Ensure internal controls and appropriate authorizations/signatures are in place for all accounting tasks and that fund accounting and approved cost allocations methods are used among grants

Leadership

- Supervise Accountant

QUALIFICATIONS

- Bachelor's degree in Accounting, Economics, Finance, Business or related field
- OR minimum five years of direct experience in non-profit bookkeeping and/or accounting
- Minimum five years of broad finance experience, including with budget planning and management, financial reporting, government contracts, and annual audit process
- In-depth knowledge of at least one nonprofit/fund-accounting software
- Highly skilled and proficient in QuickBooks Enterprise desktop
- Strong knowledge of generally accepted accounting principles and best practices
- Vast experience overseeing and building the financial health of organizations
- Must be able to represent agency's mission and anti-oppression framework when performing work related activities
- Results-driven with superior skills in organization, planning, and attention to detail

- Excellent analytical and problem-solving skills, with experience interpreting and implementing a strategic vision into an operational model
- Skilled at conducting relationships in a way that promotes mutual respect, public trust, and assurance of financial credibility
- Strong sense of integrity, honesty, and ethics
- Proactive, self-directed, and reliable
- Flexible and collaborative work style with a strong service mentality

HOURS & LOCATION OF WORK

This is a full-time, salaried position (40 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the Director of Finance may be based from a remote office anywhere in Ohio, with the understanding that regular travel to either our Columbus office or Cleveland office will be required. Candidate must have the ability to communicate regularly with all OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings. Proof of valid driver's license, acceptable driving record, and auto insurance required, or ability to use alternate transportation.

OAESV offers a robust and competitive compensation package to all eligible employees after applicable employment periods, including but not limited to:

- 40 hours of vacation time accrued each quarter
- 8 hours of sick time accrued each month
- Self-care days
- Annual mental healthcare funding for provider of your choice
- Annual professional development funding
- OAESV-paid medical premium for employees
- Employee and dependents will be eligible for medical, dental, supplemental insurance, group life insurance, and a 401k plan
- 401k match up to 4%
- 13 paid holidays

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social, economic, immigration, marital,

physical, and/or mental status. People from historically underserved communities are strongly encouraged to apply.

Please submit cover letter and resume to info@oaesv.org. Please highlight any experience that specifically addresses the essential functions.