



**Position:** Business and Finance Director

**Reports to:** Executive Director

**FSLA:** Part-time, up to 32 hours per week

**Pay Rate:** \$24-\$30/hour DOE

**SOS Community Counseling:** Support Our Students (SOS) is a non-profit training facility for Therapists Associates and Trainees that offers mental health services to our community through collaborations with the schools, the justice system, and through our community counseling clinics, for free and low fee. Our mission is to provide therapy to those who need it, regardless of ability to pay.

We are a medium/small non-profit that recently went through a great internal restructuring, and have grown since. We are in search of a reliable, dedicated individual who can help us streamline our internal systems, and work collaborative with our dynamic team.

**Overview:**

Business and Finance Director will manage all financial and business aspects of SOS, including day-to-day business-finance and HR operations. This position will monitor and evaluate the financial performance of the company, identifying risks and developing opportunities to enhance SOS's quality programming and capacity building. As part of the leadership team, the Business and Finance Director will work collaboratively with lead staff to support operations and ensure programmatic success. We are looking for a creative person who can help bring greater efficiency to our financial operations and systems. SOS has entered an exciting phase of growth. This is a wonderful opportunity for the Business and Finance Director to help develop and shape the agencies financial strategy and planning, towards long-term success!

**Details:**

**Financial and business operations:**

- Monthly invoicing for multiple contracts; tracking and pursuing timely payment; monitoring programs budget adherence; keeping lead staff aware of program budget changes;
- Bank deposits; deliver bills and other accounting documents to off-site bookkeeper;
- Work with insurance broker to maintain, update, adjust insurance; coordinate and lead audit process, and liaise with external auditors;
- Monitor and ensure compliance with various state registries and business licenses; complete paperwork, applications, and reports for existing and new contracts or licenses;
- Develop, improve and implement systems to manage, track, and allocate all operations expenses; contract billing and collection schedule; grants usage, and other financial data;
- Update and implement all necessary business and finance policies and procedures;
- Support ED in managing budgets and budget forecasting; develop and strengthen operations to support expansion; communicate all changes, opportunities and risks.

**Human Resources:**

- Processes all new employee enrollments, employee changes and terminations;
- Assists in recruiting and scheduling interviews, ensure consistency;
- Payroll processing and tracking of sick-time usage; other related HR tasks including but not limited to researching and implementing benefits packages;
- Serves as liaison with insurance companies to resolve any problems or questions; review benefits annually and recommends appropriate changes;
- Processes workers compensation, disability and unemployment claims; provides instructions for any payroll adjustments related to such claims;
- Provides salary data for compensation decisions, as needed, including comparative compensation data within the field;
- Provides reports as needed for annual workers compensation audit.

**Leadership:**

- This position is a part of the leadership team and attends staff meeting; works with lead staff to ensure fiscal responsibility and adherence to budgets;
- Contributes to organization's culture and vision by exhibiting leadership consistent with agency's vision and mission;
- Develops and maintains positive and effective relationships with individuals or organizations involved in the organization's operations, internally and externally;
- Identifies and implements new funding sources to expand revenue sources (contracts, grants, etc) and support fundraising efforts by staff;
- Other tasks as needed.

**Knowledge, Skills, and Abilities:**

- Requires flexibility and the ability to simultaneously manage multiple responsibilities;
- Reliable and committed to supporting our non-profit mental-health agency; appreciation for mental health and social justice work is important;
- Ability to communicate effectively both orally and in writing; collaborative and transparent;
- Ability to effectively plan, organize, coordinate with and supervise staff; perform tasks in a timely manner to meet deadlines;
- Proficiency with Microsoft Office applications, Google Docs, knowledge of Quickbooks helpful, not necessary;
- Analytical, problem solving and decision making skills to evaluate alternatives and provide recommendations; ability to think strategically, and communicate effectively with a team;
- Option to work partially from home/remotely.

**Minimum Requirements:**

- Bachelor's degree in Accounting, Finance or Business Administration; Master preferred.
- Two or more years of experience.
- Satisfactorily pass background check and DOJ fingerprint clearance.