

Prosperity Connection Position Description

Position Title: Director of Finance and Operations

Reports To: Executive Director

Position Supervised: Contract Employees

Job Summary:

The Director of Finance and Operations (DFO) is responsible for multiple key areas of the organization:

- Fiscal Agent of Organization
- Strategic Analysis/Reasoning of Financial and Program Data
- IT/Database Management
- Professional Employer Organization Contract Management
- Negotiating Agreements
- Risk Management

Works closely with the Executive Director to guide the strategic direction of the organization.

Responsibilities for DFO:

1. Acts as the fiscal agent of the organization, responsible for the day-to-day financial processes and operational outputs of the organization, leveraging contract CPA services, risk management.
2. Analyzes financials and identifies key facts in a range of data and notices when data appear wrong or incomplete or need verification. Breaks down complex information into component parts. Sorts and groups data and sees underlying principles, patterns, or themes in an array of related information.
3. Acts as a liaison to the Internal Committee of the Board of Directors.
4. Business alignment which includes examining data to grasp issues, drawing conclusions and solving problems. Seeks to understand other programs in the department, including their services, deliverables, and measures. Integrates executive direction into every decision and consultation. Advocates for and positively represents other programs and services when working with customers and stakeholders.
5. Responsible for the CRM utilized by the organization. Managing Salesforce administration platform including leading the organization in system usage to accomplish program and organizational goals. Manages IT Managed Services contract.
6. Maintains the facilities, coordinating with landlords and vendors to repair infrastructure, promote security and address problems as they arise.
7. Manages professional employer organization (PEO) contract, coordinates payroll interface with PEO and works with Executive Director on producing HR data analysis.
8. Negotiating agreements for the organization. Presents interests in ways that foster the understanding and resolution of problems. Explains ideas or positions that gain acceptance or

agreement. Works from facts and a strong knowledge base. Remains open to many approaches to address needs or resolve issues.

9. Risk management including identifying, assessing, and managing risk, while striving to attain objectives. Assessing the risk while considering the objectives and parameters of the organization. Identifying levels of risk and communicating to the group, stakeholders, or sponsors suggested options for achieving the objective with a shared understanding of the risks.

Qualifications:

The DFO must have a thorough understanding of Prosperity Connection's mission, must be extremely professional in behavior, show initiative, and can work independently and in a team environment. May also be required to work flex time and/or off site to best achieve objectives.

Excellent communication skills, strong time management and organizational skills, as well as good PC knowledge are required, including MS Word, Excel and Outlook. Experience with Salesforce is highly preferred.

Shows up to work on time, and follows instructions, policies, and procedures. Meets productivity standards, deadlines, and work schedules. Stays focused on tasks despite distractions and interruptions. Makes the best use of available time and resources. Balances quality of work with meeting deadlines. Does not make excuses for errors or problems; acknowledges and corrects mistakes. Does not diffuse blame for not meeting expectations; faces up to problems with people quickly and directly. Accepts personal responsibility for quality and timeliness of work; achieves results with little oversight.

A four-year bachelor's degree, or equivalent work experience is preferred.

Prosperity Connection is an Equal Opportunity Employer

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to do data entry, stand/walk, bend/stoop/crouch, kneel/push/bend, talk and/or hear. The employee must occasionally lift and/or carry up to 35 pounds. The employee must occasionally drive from his or her home office to different facilities.