

Requirement of all
Employees

JOB DESCRIPTION

CURRENT EMPLOYEE:

IMMEDIATE SUPERVISOR: Executive Director

Fair Labor Standards Act (FLSA)
Hourly

WORK LOCATION: Outreach Facilities

RATE OF PAY: \$15-30 per hour

HOURS: 32-40 per week

FUNDING SOURCES: General Funds

ROLES AND RESPONSIBILITIES OF THE FINANCE OFFICER

Our House, Inc. is seeking an empowered, positive, reliable, and self-motivated individual to join our innovative team as the Finance Officer.

The Finance Officer influences social change by understanding that a budget is a moral document, ensuring fiscal integrity, and managing all financial operations for the organization.

The Finance Officer will manage the organization's fiscal operations, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, and advisement of the Executive Director on financial decisions.

The Finance Officer is responsible for monitoring and maintaining internal controls, while overseeing financial systems and related compliance requirements.





















Background Checks: All employees must pass child abuse and neglect central registry screening, preemployment drug testing and criminal background checks; All employees must complete a drug test during pre-screening. Employees are required to maintain confidentiality to protect victims. As a result, an extensive background check of work history and education will be conducted prior to hiring.

Training: All new employees are required to receive 40 hours of crisis intervention and trauma inform care training. All continuous employees are required to receive at least 20 hours of crisis intervention and trauma informed care training.

Mandated reporters: All employees are mandated reporters. Your work will have you in contact with vulnerable individuals and you have a legal duty to report abuse. While advocates generally keep victims' information confidential, they must legally report certain information, including threats victims make against others (or threats others make against the victim); threats of self-harm; and observed or suspected child neglect or abuse.

Special requirements of all employees: All contacts with clients will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated. Evaluations of employees will be completed every 12 months. New hire evaluation will be every 3 months during the first year of employment.
















CORE COMPETENCIES/ QUALIFICATIONS:

-  B.S. in Accounting or equivalent; 5+ years related experience
-  Proficiency with QuickBooks Fund Accounting software or capacity to learn
-  Experience in developing and maintaining organizational and project budgets for large federal grants
-  Firm foundation in accounting principles and financial reporting standards.
-  Experience in forecasting and budget creation
-  Knowledge of federal fiscal requirements and OMB Uniform Guidance. See also
 - o https://www.ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf
-  Strong understanding of payroll and payroll taxes
-  Strong analytical and problem-solving skills
-  Proficiency in Excel, Word, and Outlook required
-  Must be able to work independently as well as with a team
-  Excellent organizational skill with attention to detail required
-  Education or experience in employee benefits, insurance, and 401(k) plan regulations and administration
-  Ability to communicate financial concepts to a broad range of individuals and experience levels, including but not limited to federal and state grantors, board members, community and other domestic and sexual violence programs, etc.
-  Financial oversight of subcontracts
-  Responsible for monthly, quarterly, and annual reporting of all grant activities including statistics relating to services provided, the numbers served and gathering and classifying other relevant data and statistics;
-  Adhering to and enforcing company policies;
-  Must have the ability to manage time effectively and complete multiple tasks with minimal supervision;
-  Maintain personnel and client confidentiality;
-  Maintain a professional appearance and demeanor; and,
-  Must partake in training and professional development opportunities which may require in-state or outstate travel.


















This list of primary responsibilities is not intended to be exhaustive.

Our House, Inc. reserves the right to revise this job description as needed to comply with actual job requirements.

ESSENTIAL FUNCTIONS:

-  Direct the day-to-day accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger
-  Manage all payroll functions and employee benefit packages
-  Manage organizational cash flow and forecasting
-  Develop and oversee accounting policies and procedures to ensure compliance with all federal grant, state grant, and foundation regulations
-  Maintain files for all grants which include award documents, budgets, all reports, and correspondence with funder(s)
-  Perform draw downs on grants and submits quarterly financial reports for all grants
-  Financial liaison to the Board of Directors, including preparing quarterly financial reports (balance sheet, expenditure to budget comparison) and working with the Board Treasurer
-  Oversees finances for event space rental and working with event rental committee
-  Oversees fiscal sponsorships, including the provision of monthly financial reports
-  Oversee audit and tax functions, coordinate activities with outside audit/accounting firm
-  Act as liaison between employee and insurance providers and retirement plan administrator
-  Ensure benefit plans comply with federal and state regulations and plan provisions are followed
-  Remain up to date on best practices in nonprofit finance, business systems, internal control measures, and state and federal grant guidelines
-  Physical requirements: approximately 90% of time is spent sitting at desk or workstation; approximately 10% of time is spent standing, walking, bending, kneeling, and lifting and occasionally lifts 25 pounds.
-  Approximately 90% of time is spent indoors in temperature-controlled environment and 10% of time is spent traveling to out-of-office activities.

FINANCIAL OFFICER

-  This position is housed in a private office space and on rare occasions sharing office space with other staff members.
-  Supports in the development of grant applications and related documents (required reports, budgets, specific inquiries, etc.) for the purpose of submitting to the appropriate funding agency
-  Oversees and prepares quarterly financial reports for all state and federal grant grants working with internal employees and external managers/administrators
-  Mentors internal employees on financial grant procedures and grant coding and allocation in compliance with state and federal grants
-  The Finance Officer is the liaison between the internal and external auditors.
-  Assists with other projects or duties as requested by the Executive Director
-  Behave ethically and professionally;
-  Demonstrate excellent communication and typing skills;
-  Can collaborate well with others, since they interact with professionals from many different social service and government agencies;
-  Have emotional resilience and stability since the work often involves dealing with crisis;
-  Can communicate effectively both verbally and in writing;
-  Maintain consistent attendance is required to assure that the client facilities' needs, and survivor's needs are met;
-  Comply with all client facilities' policies, procedures, and practices;
-  Comply with all policies and to uphold our standards of excellence while on assignment in the field with the client; and,
-  Assure that clients, volunteers, and staff are treated with respect and dignity regardless of race, ethnic background, gender, or socioeconomic background.
-  Ability to communicate financial concepts to a broad range of individuals and experience levels, including but not limited to federal and state grantors, board members, community and other local domestic and sexual violence programs, etc.
-  Financial oversight of subcontracts

Compensation: *Starting Salary range for the Finance Officer is \$30,000-\$55,000 and is commensurate with experience. Benefits include medical, dental, vision, and life insurance, flexible hours; generous paid vacation and personal leave.*

WORKING CONDITIONS:

The Financial Officer must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases, and dusts. There is also the possibility of physical injury/verbal abuse from an out of control client and/or visitor. Frequent exposures to distressed clients, families, or visitors.

Signature of Employee

Date

Signature of Supervisor/Dr. Patricia Ann Davenport

Date



ABOUT OUR HOUSE, INC.

Vision

A world free of interpersonal violence

Mission

To lead, empower and inspire change by eliminating domestic violence and sexual violence through intervention, prevention, prosecution, victim protection and sustainable restoration in rural communities; and, to enhance the lives of survivors of interpersonal violence by providing services that meet the psychological, spiritual and cultural needs of those we serve.

Our House, Inc. identifies, supports, and thrives as an intergenerational, multi-racial, multi-cultural organization for the benefit of our team, our work, and our movement to end gender violence. Our work does not discriminate against individuals from racially or ethnically diverse communities, LGBTQ communities, and individuals with disabilities

Learn more about us at www.ourhousevoices.com

