

Finance Director

Job Description

Reports To:	Executive Director
Direct Report(s):	2.0 FTE
FLSA Status:	Exempt

Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

Essential Attributes

- Demonstrate compassion and capacity to work with a diverse community. Demonstrates a desire to listen and respect different opinions and perspectives on how to make sound financial decisions. The individual has the courage to challenge decisions made by other leaders in the organization to safeguard the interests of Denise Louie.
- Opportunity to demonstrate adaptability by balancing a variety of demands while never losing sight of key financial challenges. The individual must possess strong problem solving skills and demonstrates the ability to translate complex challenges into tangible solutions that could lead to opportunities.
- Opportunity to demonstrate motivation by constantly seeking out new opportunities to improve financial processes and practices that will help the organization maximize its productivity and achieve cost savings.
- Opportunity to display accountability by consistently delivering on deliverables, deadlines and complying with legal requirements. Demonstrate strong organizational and time management skills and ability to prioritize tasks.
- Demonstrate respect with all members of the organization. The individual should be respected and trusted, setting the tone for the entire organization through ethical behavior, transparent and candid communication to keep the organization on solid financial footing.
- Eagerness to embrace change within the organization. The individual recognizes that change is constant and keeps a flexible mindset when it comes to modifying financial policies and practices and adapting to new regulations. The individual views the finance team as the enabler of the organization, to meet the industry best practices and address new business challenges successfully.
- Opportunity to display excellent communication skills by effectively working cross-departmentally, with other functions. The individual should be able to adjust her/his communication to non-financial experts and articulate complex financial concepts effectively in a clear, concise and persuasive manner.

- Opportunity to display passion for the community served, the mission and values of Denise Louie. Demonstrates commitment that all the resources and funds of the organization are allocated effectively to better serve the needs of the family and children.

Skills, Competencies and Experience

- Bachelor's Degree in finance or accounting is required. A CPA or MBA is preferred.
- Minimum 5 years of Finance experience in a professional, non-profit accounting environment.
- Sound knowledge of compliance regulations within the not-for-profit sector.
- Financial reporting experience, use of Sage MIP or similar systems highly desirable.
- Strong computer skills required. Individual must have expert-level experience with Excel.
- Experience overseeing budget development, non-profit accounting, philanthropic due diligence processes and other federal single audit requirements is required.
- Excellent oral and written communication skills. Ability to communicate effectively across departments and with external stakeholders.
- Strong organizational and time management skills, ability to prioritize tasks to achieve deliverables and meet deadlines.

Accountabilities

- Manage all accounting, budgeting, financial analysis and financial record keeping functions.
- Responsible for the development and implementation of the annual business plan.
- Ensure that accounting records are prepared, maintained and reported in compliance with Generally Accepted Accounting Principles (GAAP), Audit and Fiscal requirements.
- Conduct financial analysis to interpret trends, variances from budgets related to revenue and spending. Initiate corrective actions and develop follow up controls as needed.
- Set-up schedules, procedures and systems to ensure timely, informative and accurate reporting of all financial data to internal stakeholders. Provide appropriate training, advice and counsel to the staff and leadership team consistent with established financial policy.
- Manage accounting and human resources staff: Develop finance and human resources team goals that are fully aligned with Denise Louie goals. Provide coaching, guidance and development opportunity to the team.
- Oversee audit and tax functions, coordinate activities with outside audit firms.
- Oversee the cash management function, including banking relationships.
- Supervise all human resource activities including payroll function, employee benefits, retirement plans, and insurance. Ensure efficient systems, process and controls are in place.
- Coordinate, analyze and report the financial performance of Denise Louie to the Board.

Application Process

Please submit a cover letter and resume via email by the first review date of **Friday, November 17, 2017**. Please be sure to include three references.

To Apply:

You may email: jobs@deniselouie.org; or fax: 206-260.8853; or by mail to: Denise Louie Education Center, 1930 6th Avenue S., Suite 401, Seattle, WA 98134.