



## Director of Finance and Administration

### **Company Overview:**

Improve Your Tomorrow, Inc. (IYT) is an education nonprofit focused on increasing the number of young men of color to attend and graduate from colleges and universities. IYT is an AmeriCorps partner organization serving 1,500 students in Sacramento County, Stockton and college students across the nation.

### **Position Overview:**

Reporting to the CEO, the Director of Finance and Administration serves as a member of the senior leadership team and oversees IYT's finance and administration functions. They are responsible for managing all fiscal functions of the organization including preparation of the annual budget, conducting financial analysis, and preparing financial reports.

### **Job Responsibilities:**

#### Financial Management

- Direct the day-to-day accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger through QuickBooks.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual tax and audit process, liaise with external auditors, CPA's and the finance committee of the board of directors; assess any changes necessary.
- Track inventory and company assets.
- Oversee and lead annual budgeting and planning process in conjunction with senior management; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts/invoice management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; monitor and improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Oversee payroll, payroll liabilities, and benefits including PTO accrual and retirement plans.
- Create and maintain excellent financial controls, policies and procedures.
- Ensure that financial record systems are accordance with Generally Accepted Accounting Principles and monitor the use of all funds.
- Remain up-to-date on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations.

### *Human Resources/Administration*

- Further develop Improve Your Tomorrow's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Evaluate and oversee all benefits negotiations, thus providing the most competitive packages for Improve Your Tomorrow employees.
- Review all formal finance, HR-related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.

### **Qualifications:**

- Believe in the mission, vision and values of Improve Your Tomorrow, Inc.
- Bachelor's degree in business, finance, accounting, economics or a related field
- Minimum 3 years nonprofit finance experience
- Experience with accrual accounting
- Experience with nonprofit operations and human resource experience
- Preferred AmeriCorps grant financial and budgeting experience
- Working knowledge of GAAP, audits, and other regulatory requirements in the financial field
- Expert computer skills, including Office, with advanced proficiency in Excel, Access and QuickBooks
- Excellent organizational and interpersonal skills
- Superior written and verbal communications skills
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues
- A track record in grants management

### **Schedule:** Full Time

**Salary:** Competitive/commensurate with experience and other qualifications. Benefits include vision, health, dental, 401K and 5 weeks paid vacation.

Apply online at [www.improveyourtomorrow.org/join-our-team](http://www.improveyourtomorrow.org/join-our-team). If you have any questions about your application, please contact (916) 299-3432 or email [iyt@improveyourtomorrow.org](mailto:iyt@improveyourtomorrow.org).

Applications accepted until July 19, 2020.