

Director of Finance and Operations Sacramento LGBT Community Center



Job Summary:

This position oversees the Center's finance, administration, information technology, human resources, volunteer organization, data systems and facilities and is responsible for ensuring that the Center's systems support programs and services and the Center's ability to fulfill its mission. Candidates should support our organizational values and include a demonstrated commitment to racial equity and inclusion, commitment to serve the most vulnerable, and accountability and transparency.

Responsibilities:

The Director of Finance and Operations will provide regular, day to day, as well as strategic leadership in the financial and operational activities of the organization. This position will work closely with all departments as a senior member of the leadership team to maintain smooth functioning of the organization, as well as external partners, funders, and vendors. Work will mainly be performed weekdays 9-5 in the office, but will require out-of-office and evening and weekend work from time to time. This position plays a key leadership role on the senior management team and is responsible for development of a robust infrastructure on which to provide best-in-class services, advocacy, community building and training programs.

Budget, Finance and Accounting

- Working with the Executive Director and senior leadership to develop individual program budgets and annual agency budget, detailing income and expense categories.
- Maintain accurate and up-to-date financial records and cash flow projections.
- Track accounts payable and accounts receivable in relation to the budget and supply monthly reports to the Executive Director and board of directors.
- Work closely with program managers to develop and monitor budgets for government and non-government contracts and grants.
- Ensure financial management systems and processes include all appropriate controls to maintain the fiscal integrity of the organization.
- Provide annual audit oversight. Work closely to support the auditors to ensure resolution of questions on revenue and expenses and required fiscal policy. Support a staff bookkeeper to complete all year end closing, pre-audit reconciliations, and audit field work. Review audit reports and annual tax returns.
- Maintain fiscal compliance with all government and private funding sources as well as local, state and federal agencies.
- Manage responsibility, in conjunction with bookkeeper, for all financial functions including cash receipts, billing & accounts receivable, cash disbursements & accounts payable, payroll, general ledger, grant/contract invoicing, and cash flow.
- Complete direct finance tasks such as bank reconciliations to ensure separation of accounting responsibilities.
- Work closely with senior staff members to provide analysis and identify opportunities for revenue growth and diversification.
- Manage petty cash.
- Innovate and develop automated financial dashboard and financial reporting tools for board and executive staff oversight.
- Seek opportunities for and draft grant proposals (foundation, community, and local, state, and federal government) in coordination with the program and development staff

Administration, Human Resources, and Technology

- Oversee human resources functions, including ensuring that agency recruitment and hiring procedures are followed, human resources orientation for new staff, interns and volunteers, track staff evaluation timelines and procedures, and serve as a resource for human resources related problems.
- Coordinate initial steps of the hiring process, including posting job announcements, receiving, distributing, and filing resumes
- Maintain personnel records.
- Ensure compliance with Federal and State employment requirements.
- Research vendors and contractors to develop employee benefits; including worker's compensation, health, dental, vision and supplemental insurance and retirement benefits.
- Maintain annual updates of agency policies and procedures including personnel policies, emergency policies, finance policies and procedures and other agency wide policies.
- Oversee risk management and insurance policies including general liability, property & equipment and director's & officer's insurance.
- Supervise information and technology consultants to ensure computer networking systems, internet access, telephone, printers and other technology systems to support agency programs and activities are maintained and functioning.
- Manage agency HIPAA compliant confidential data systems for client services, impact reports, grant reporting, finance trends, volunteer hours and in-kind donation procedures.
- Support the management and continuous improvement of the organization's volunteer systems.
- Support the management and continuous improvement of the organization's data management and document management systems.

Facilities Management

- Oversee the operation of Center facilities and auxiliary office space and storage as necessary.
- Maintain and ensure quality assurance for staff, interns, volunteers, community members and visitors, including ADA compliance, health and safety code compliance, and positive experiences for our diverse LGBTQ and allied visitors.
- Supervise day to day management functions of the Center including short term rentals, maintenance of building and all building systems, janitorial services, safety and security systems.
- Lead efforts to meet community engagement needs of the building. Ensure community members satisfaction with events and provided services.
- Manage maintenance and significant building repair and/or improvement projects.

Operations

- Maintain contracts, insurance coverage, and legal compliance documents, MOU's and contracts.
- Maintain grant contracts and agreements.
- Oversee business office functions, office supplies and purchasing operations.
- Manage all aspects of office infrastructure and operations including office space leases and maintenance, supplies and materials, and technology, as well as any future searches for new office space that may be required, and the associated process of moving offices if needed.
- Interface with other LGBTQ and allied agencies for technical assistance and collaboration aimed at building organizational capacity.
- Provide support to the Board of Directors and Internal Affairs Committee as assigned by the Executive Director.
- Ensure compliance with all laws, regulations, organizational policies, and funding guidelines
- Other duties as assigned including occasionally filling in for other leadership team members and staff will be required of this position.

Qualifications:

- Minimum of five years of strong financial management, budgeting, and operations management experience. Experience working in non-profit sector is preferred.
- Bachelor's degree in business, accounting, finance, or related discipline. MBA/Accounting or CPA is an advantage.
- Understanding of the needs of vulnerable LGBTQ communities, strategies to meet their needs, and ability to work with a broad range of constituents and stakeholders representing the full diversity of the LGBTQ and allied communities.
- Strong analytical skills, in addition to excellent oral, written and interpersonal skills are required.
- Commitment to the mission of the Center and a strong commitment to racial, social and economic justice.
- Experience in management and reporting of government and non-government grants including budgeting, fund accounting, grant and contracts administration, and audit requirements is necessary.
- Knowledge of QuickBooks and class-based budgets is strongly preferred.
- Experience in human resources, specifically for a progressive organization with a strongly diverse staff.
- Knowledge of not-for-profit accrual accounting in accordance with Generally Accepted Accounting Principles and best practices.
- Knowledge and experience with fund accounting, accounts payable, accounts receivable, and payroll.
- Innovative and entrepreneurial approach and the ability to adapt to changing environment and priorities are required.
- Knowledge and experience with benefit administration, labor law and other human resource management issues.

Preferred Experience:

- Familiarity and comfort with technology, particularly information management systems and computers.
- Experience in managing public facilities, including commercial leases, building systems, security, building safety, and maintenance is desired.
- Innovative and entrepreneurial approach and the ability to adapt to changing environment and priorities are required.
- Demonstrated ability to develop and promote staff's professional capacity
- Demonstrated capacity to develop and manage federal, state, and foundation grant funded programs in alignment with a strategic plan
- Demonstrated understanding of compliance with applicable laws, regulations, internal policies, grant agreements, and professional standards of conduct
- Experience working with diverse populations, specifically--transgender individuals and queer people of color, immigrants or other non-native English speakers, youth experiencing

homelessness, people living with HIV/AIDS, and/or LGBTQ+ elders, having modeled a client-centered approach is critical

- Personal commitment to the Sacramento LGBT Community Center's mission and a passion for LGBTQ+ issues including a robust understanding of intersectionality and systems of oppression
- Ability and willingness to participate in all Center special events, other agencies' special events, chambers of commerce activities.
- Excellent interpersonal, verbal, and written communication skills; public speaking, facilitation, and coalition building capabilities to balance interests, negotiate, and work with a variety of internal and external stakeholders
- Reliable transportation and an ability to travel on a limited basis with some evening and weekend hours are required
- Requires safely lifting or moving up to 25 lbs. on an occasional basis and navigating tight storage space.
- Experience with client database systems; HMIS, Social Solutions: Apricot, are preferred
- Proficient computer skills and experience with Microsoft Office 365 including Outlook, Word, Excel, and PowerPoint
- Bilingual candidates and people with lived experience are encouraged to apply!
- Ability to work with detailed information with a high degree of accuracy and confidentiality.

Compensation:

- Full-time, exempt
- \$4,583-6,083 per month depending on experience
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Parking
- Annual professional development opportunities

To apply:

Go to SacCenter.org/careers for additional details. Please submit a cover letter and a resume in a Microsoft Word or Adobe PDF document by email to jobs@saccenter.org with "Director of Finance and Operations" in the subject line. No phone calls or in-person applications please.

About the Organization:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.

Equal Opportunity:

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, HIV/AIDS status, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

