

## DuPage PADS Employment Opportunity

DuPage**Pods**, a 501 © 3 organization founded in 1985, is the largest provider of services to those who are homeless in DuPage County. Providing the county's largest Interim (Overnight) Housing and Permanent Supportive Housing Programs, DuPage**Pods**' solution to ending homelessness is housing, coupled with support services and employment. Administrative offices are located in Wheaton, with a satellite office in Downers Grove and a permanent supportive housing building in Naperville.

Experience working with a budget size of \$4.6 million.

An outstanding opportunity for a finance professional with IT and operations experience looking for a "hands-on" position in a multi revenue stream environment. This position serves as a member of the senior management team and contributes to the overall management of the organization.

**Position:** Director of Finance and Operations

**Summary:** This position is responsible for developing, implementing, and managing effective and streamlined operational/finance systems including financial, accounting, information and technology, employee benefits, and physical infrastructure that will allow the agency to continue to grow and fulfill its mission.

**Reports to:** President & CEO

**Supervises:** Development and Finance Data Assistant (in cooperation with Vice President of Development); Grant Accountant, Administrative Assistant, contracted CPA

**Responsibilities:**

1. Directs and manages financial and business planning activities to support the current and long-term strategic objectives of the agency.
2. Oversees day-to-day operations and contracted service providers to insure the ongoing maintenance, inventory, renewals and updating of information systems and physical infrastructure, including phone system, security, computers, hardware, software, and other applications; negotiates contracts with service providers.
3. Oversees the management of the administrative office functions to ensure smooth daily operations and maintenance of physical plant and equipment.
4. Insures business insurance procurement, monitoring and management.
5. Works with contracted CPA to provide reporting, monitoring, analysis and forecasting of organizational performance metrics; establishes annual budget and cost centers for individual program funding sources and grant reporting; manages internal audit process; ensures and maintains appropriate agency filings; and ensures that relevant financial data is presented to the President & CEO and senior management team.
6. Records payroll data and maintains/updates employee benefit/personnel files; transmits updated information to appropriate personnel vendors.
7. Provides senior management with timely reviews of the financial status and progress in its various programs and activities; works with contracted CPA to prepare reports, summarizing and forecast agency activity and financial position in areas of income, expense, based on past, present and expected operations.
8. Works with senior management team to insure employee orientation related to employee benefits; regulatory oversight and legal compliance, financial prudence and ensures efficient use of resources, and responds to employee inquiries and requests regarding insurance and benefit program.
9. Oversees risk management and legal activities; letters of agreement, contracts, leases, and other legal documents and agreements, in consultation with insurance broker, legal counsel and other professional advisors.

10. Insures compliance with government and applicable regulatory requirements and deadlines; produces contract and financial/budget documents, and operating statements, and reimbursement requests.
11. Works with President & CEO to provide staff support and guidance to the board of directors and acts as staff liaison to board finance committee, information technology committee, or other relevant board committees for continuously developing and improving systems.
12. Other related duties as assigned.

**Knowledge, Skills and Abilities:**

1. Exceptional interpersonal skills.
2. Excellent communication skills.
3. Demonstrated leadership skills.
4. Proven ability to develop and monitor systems to manage both operational and programmatic work that involves high levels of collaboration.
5. Proven abilities in strategic planning, budgeting and resource development.
6. Strong problem-solving skills and ability to think innovatively and conceptually.
7. Ability to work well independently; self-directed and internally motivated.
8. Ability to handle multiple tasks with attention to details and deadlines.
9. Ability to set priorities and guide investment in people and systems.
10. Well developed team skills, unquestioned integrity.
11. Ability to hire, train and manage/lead employees.
12. Ability to develop and monitor budgets.
13. Computer literacy in Microsoft Office Suite and accounting software.

**Qualifications:**

1. Bachelor's degree in finance/accounting or related field.
2. Ability to read, analyze and interpret GAAP principles, technical accounting information, financial reports and legal documents.
3. Strong financial/operational/budget experience; 5 years of similar responsibilities, preferably in a nonprofit organization.
4. Experience in financial planning and analysis with previous experience overseeing human resources, information technology or legal.
5. Experience in legal, audit, compliance, budget and resource development.
6. Experience in the recruitment, training and motivation of professional staff preferred.
7. Proficient in Microsoft Office Suite as well as experience working with accounting software and information management, and good working knowledge QuickBooks a plus..

**Other:**

1. Provide own transportation.
2. Willing to work occasional evening or weekend hours.

**Classification Status:** Full-time exempt.

August, 2014

To apply, please submit a cover letter and resume to [hr@dupagepads.org](mailto:hr@dupagepads.org) listing "Director of Finance & Operations" in the subject line.

**NO PHONE CALLS PLEASE**