



www.AdoptionNetwork.org

Job Posting

Director of Finance and Operations - Full-Time

Department: Administration

Supervisor: Executive Director

FLSA Status: Exempt

Telework: Partially Remote Available

Starting Salary: \$62,000-\$67,000 depending on experience

Background of Organization

Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birth parents and adoptive parents), youth in foster care, foster parents, siblings, and adoption professionals. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption practice, policy, and law.

Job Summary

The Director of Finance and Operations supports the Executive Director in the overall administration and operation of the organization's activities. The Director of Finance and Operations directs the financial affairs of the organization, which includes oversight of financials, income and expense reports, budgets and financial forecasts, governmental reports and arranges outside audit of organization's accounts. The Director of Finance and Operations also is responsible for managing and participating in planning, developing, recommending and implementing organizational policies and procedures. They oversee, coordinate, and direct all matters relating to the organization's administrative services, including accounting, human resources, payroll and information and technology.

Responsibilities

Finance

- Establishes and monitors all financial policies and procedures to safeguard all assets and funds through strong internal control systems
- Conducts cash management, treasury, tracking and reporting functions for both operating and endowment accounts
- Prepares and reviews financial reports, including annual and grant budgets
- Establishes and oversees finance policies and procedures to maintain compliance with use of public and private grant funds
- Oversees bookkeeping and tax filing processes

Human Resources

- Responsible for the direction of human resources and payroll administrative functions including planning and execution
- Develops, reviews and conducts employee orientation
- Works with the management team, executive committee and Board of Directors to develop and revise personnel policies and procedures
- Reviews, distributes and trains managers and staff on policies and procedures
- Coordinates employee trainings
- Researches and implements all employee benefits
- Ensures compliance with all pertinent federal, state, local and funder employment regulations
- Maintains and organizes all employee personnel files, including licensure where needed
- Maintains salary classification system
- Oversees contracts with consultants and subcontractors
- Manages retirement plan and reviews Form 5500
- Implements ways to maintain high staff morale

Leadership and Administration

- Collaborates with Executive Director on strategic planning and implementation
- Monitors and provides leadership for administrative staff and outsourced consultants
- Participates in purchasing, including cost control oversight and contract review
- Recommends policy changes and personnel needs to the Executive Director
- Promotes diversity and inclusion through recruiting, selecting, developing, training, managing and maintaining staff that represents our clients, stakeholders, etc.

Partnerships and Collaborations

- Cultivates working relationships with private and public organizations and creates opportunities for successful collaborative endeavors
- Works with fund development staff, Executive Director, and Board in planning, coordinating, and implementation in raising funds needed to carry out programs as planned

Reporting

- Designs, implements and utilizes relevant reporting mechanisms to track monthly and quarterly activities and outcomes
- Attends meetings of the Board of Directors
- Prepares and submits bi-monthly and annual reports to the Board
- Other duties as assigned

Qualifications

- BA degree in Accounting or a related field
- CPA preferred or demonstrated equivalent in education and experience
- Seven-plus years of experience preferably in the nonprofit environment including managerial experience
- Experience with QuickBooks software preferred
- Experience with multiple private and public funding streams
- Thorough understanding of nonprofit accounting, bookkeeping, financial management and operations

- Understanding of administrative functions, including payroll and human resources preferred
- Well-developed computer skills
- Culturally competent, sound judgment
- Appreciation of adoption as a lifelong journey with a sound knowledge base of the issues involved
- Excellent oral, written and verbal communication skills
- Superb organization skills, detail oriented with strong follow-through and the ability to manage several projects simultaneously
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn
- Ability to work as a member of a team and independently

In addition, the selected candidate:

- Must have and maintain a clean driving record (driving background check conducted)
- Must have and maintain adequate automobile insurance coverage or waive the classification of a driver for the organization (proof of coverage required)
- Must have reliable transportation
- Must be able to work a flexible schedule (negotiated), which includes some evening and weekend hours
- Must have proficiency with computers, including Microsoft Office, Internet and email
- Must successfully complete fingerprinting and background check

Work Hours

40 hours per week. Able to manage an aggressive schedule, working beyond 8:30-5:00 as needed. Weekend and evening work from time to time.

Compensation and Benefits

Competitive salary: Salary range: \$55,800 minimum, \$67,000 midpoint, \$78,100 maximum. Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off. Reimbursement of travel expenses.

Equal Employment Opportunity Statement

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, sex, gender, gender identity, gender expression, genetic information, disability, veteran status, sexual orientation, adoption status or any other characteristic protected by law.

TO APPLY: Send Resume and Cover Letter to HR-Dept@AdoptionNetwork.org. First consideration given to applicants who apply by Tuesday, April 19, 2022. Open until filled. Given current circumstances, we will not be able to respond to all candidates.