



RITTER CENTER

JOB DESCRIPTION

DIRECTOR of FINANCE San Rafael, CA

Ritter Center is a community-based nonprofit organization that has assisted Marin's low-income and homeless population for over 30 years. We help the homeless and very low-income residents of Marin – individuals and families – stabilize their lives by offering a number of social services: case management; primary health care; supplementary food and clothing; emergency financial assistance; showers, laundry, and restroom facilities; general delivery mail and voicemail. www.rittercenter.org

Ritter Center has recently received a substantial Federal grant from the Health Services Resource Administration and Federally Qualified Health Clinic Status 330(h). Ritter Center is also working to substantially reduce chronic homelessness through housing opportunities and wrap-around services. We are looking for a new member of the senior management team to help manage comprehensive, innovative programs for homeless and low income people of Marin.

JOB SUMMARY

The Director of Finance provides general management and administration of the financial systems of the Ritter Center and specifically of the integrated health systems (Federal Qualified Health Clinic). Lead and monitor the financial strategic planning process for Ritter Center. Ensure all accountability measures, fiscal requirements for the federal, state and local grants and contracts. Oversee accounting systems, records maintenance, personnel function, and related accounting services. Develops and administers the annual budget, reviews expenditures, plans and recommends financial strategies and implements projects approved by the Executive Director and the Board. The DOF will uphold Ritter Center's values of providing services to any and all in need with respect and compassion. This position reports to the Executive Director.

DUTIES & RESPONSIBILITIES

- Establish financial and management practice systems to accommodate range of Ritter Center service and strategic goals.
- Manage general ledger accounting integrity and related billing, accounts payable, accounts receivable transactions. Ensure the propriety of all journal entries and appropriate financial controls
- Maintains the chart of accounts with account segments to identify income and expenses for grant reporting timely management review.
- Produce monthly financial statements and related budget and grant compliance reports in a timely manner
- Prepare pro-forma budget reports for grant submissions and other projections of expenses as needed
- Manage annual audit, coordinate preparation of supporting schedules and analyses for auditors
- Monitor cash flow and oversee all treasury management functions
- Negotiate contracts and services with vendors or consultants including all group health insurance contracts, unemployment insurance and worker's compensation
- Manage and prepare bimonthly payroll and related reports

- Maintain all personnel files and documentation per regulations and policy
- Attend Executive Committee/Board meetings, review financial data
- Meet with supervisor, attend staff meetings and trainings as scheduled
- Adhere to the goals, objectives, and personnel policies of Ritter Center
- Perform other duties as assigned

THE DIRECTOR OF FINANCE WILL:

Track Ritter Center's financial health through analysis of financial ratios; trends: temporal/longitudinal comparison of fiscal series of ratios; review historical data, and benchmarks: comparison to baseline and external. Document and track: Change in Net Operating Assets: Operating Margin; Days of cash on hand, Current ratio - meet current obligations with current asset, Days in accounts receivable, Days in Accounts Payable, Leverage Ratio, Operating Margin, Bottom Line Margin, Debt service ratio, Employment expense as % TOR, and Revenue mix, staffing ratio.

Provide fiscal support for the expansion or move to new facilities, including capital fundraising campaign involvement, managing a partnership with a housing developer and assisting the management team with personnel and operational challenges through the transition.

Prepare financial reports and materials for leadership and funders. Participate on the team to meet the required deadlines and expectations from funders.

Serve as member of the Senior Management staff and make recommendations to the Executive Director, Health Advisory Committee and Board of Directors.

QUALIFICATIONS

- Bachelor's degree in Accounting or related field
- Five years experience in non-profit accounting
- High level competency in accounting software systems specifically QuickBooks
- Management experience with grant reporting and multi-source funding
- Experience in group benefits, personnel and payroll systems
- Proven ability to manage a budget of \$2 million or more
- Strong communication and teamwork skills required
- Masters level degree or course preferred

We are looking for candidates who can achieve and produce results; achieve operational excellence and adhere to standards and cultivate effective relationships and support. The new Director of Finance will represent Ritter Center's commitment to effective stewardship, leadership and citizenship. S/he must be comfortable working in an environment where direct services are provided to people with severe co-occurring conditions and who live homeless.

Classification: Exempt
Regular Full-Time Position

To be considered as an applicant:

- **Email Resume and Cover Letter in two documents in confidence to: jjanssen@cvnl.org**
- Please put **RC Director of Finance Search** in the Subject line
- **To be considered, all documents must be submitted online and in .doc or .pdf format.**
- **For consideration, resumes must be received by December 31st, 2011.**