



POSITION DESCRIPTION

Position: **Director of Administration and Finance**

Reports to: Executive Director

Status: Exempt; full-time; 40 hours per week

Date Prepared: December 5, 2017

POSITION SUMMARY:

Under the supervision of the Executive Director, the Director of Administration and Finance provides financial and administrative oversight to Hospitality House (and to its Thrift Store, Bread & Roses). Duties include but are not limited to: payroll; accounts receivable/accounts payable; grants/contracts management; financial reporting; human resources and personnel management; and insurance/risk management. Other duties may be assigned. The Director of Administration and Finance also serves as a member of the Management Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial Management and Administrative Oversight

- Oversight of all invoices entered into accounts payable ledger; present to Executive Director bi-weekly for review. Prepare checks for payment of approved invoices and arrange for signature; when signed, arrange for mailing to vendors: place copy of check and original invoice in appropriate vendor file.
- Manage and oversee the payroll system, ensuring all employee timecards are entered into the time card/payroll system and approved by the supervisor; obtain manager approval for all employees taking leave without pay; provide leave balances to all supervising managers each pay period.
- Manage and impose any and all wage garnishments as required by law.
- Oversee accounts payable and accounts receivable transactions, ensuring that all separation of duties are maintained.
- Verify, allocate and post financial transactions to QuickBooks. Reconcile both income and expense for Bread & Roses. Ensure all taxes are paid.
- Manage month-end closings including bank reconciliations, accruals, adjusting entries, pre-paid expenses, receivables, and balance sheet accounts with support from the Board Treasurer and/or Finance Committee.
- Administer, track and reconcile petty cash fund for Utah's Place and Bread & Roses Thrift Store.
- Schedule and provide oversight of the annual financial audit and preparation of the Form 990. Review payroll tax findings.
- Assist in the development of the annual budget and provide relevant status reports for continuous oversight.
- Ensure data integrity, appropriate internal controls, proper accounting methodology and adherence to established policies and manuals. Stay abreast of financial best practices standards.
- Prepare monthly and quarterly financial reports for the Executive Director in preparation for Finance Committee and Board Meetings, advising the Executive Director of any material changes or concerns.

- Maintain fixed asset worksheets and prepare monthly and year-end depreciation entries.
- Manage all government contracts ensuring timely submission of all public reporting requirements to safeguard funding. Ensure timely data collection and reporting by staff for quarterly financial and regulatory compliance. Attend all public grant funding workshops to understand grant application guidelines and subsequent funding reporting.
- Conduct regular, annual audits of insurance policies, making sure that Hospitality House is appropriately covered and that the price is still competitive.
- Maintain appropriate insurance coverage at all times, updating, reducing and expanding policies as needed. Ensure timely annual renewals and/or make recommendations to the Executive Director with new policy options.
- Create and maintain calendar of due dates for grant reports, tax submissions, contract reporting deadlines, audit fieldwork, and any other due dates relating to fiscal management.
- Attend Board of Directors Finance Committee meetings and Board of Director meetings upon request. When asked, present financial statements at Board of Director meetings in the absence of the Board Treasurer.

Personnel Management

- In partnership with the Executive Director, oversee the Human Resources department for Hospitality House, setting the standard for best practice standards, including maintaining confidentiality.
- Manage all job openings for Hospitality House and Bread & Roses Thrift Store.
- Write and update job descriptions as needed and directed.
- Schedule interviews for prospective employees, and participate on the interview committee when needed. Manage all communications between an employee candidate and Hospitality House until the interview process is complete and a hiring determination has been made. Communicate interview outcomes and inform candidates who are not selected; write offer letters and determine start dates.
- Ensure employees receive and sign all required documents and forms, including but not limited to the Employee Handbook, Health and Safety Regulations, Worker's Compensation information and Position Descriptions.
- Ensure information is disseminated to staff on existing and/or new procedures.
- Lead trainings for new employees on use of the HUB payroll system.
- Provide orientation and training for new employees to assure quality work; in concert with other managers, identify and arrange for appropriate ongoing training for staff including organizing safety trainings; purchase safety equipment.
- Ensure that managers and supervisors are conducting annual performance appraisals of staff. Send reminders when managers are overdue in their evaluations.
- Help support managers and supervisors with employment law questions and appropriate steps for disciplinary action. Provide guidance and back up assistance (through attendance) to managers when issuing written warnings, maintaining confidentiality at all times.
- Maintain all employee personnel files, ensuring that all files are complete and that confidentiality is continuously and consistently upheld.
- Onboard all new employees, certifying that all I-9 forms are completed fully and accurately, and that copies of driver's licenses and personal auto insurance are obtained. Manage list of employees who drive for work and ensure that current copies of their personal auto policies are on file.

- Understand and ensure that all shelter staff maintain guest confidentiality and data privacy standards.
- Maintain knowledge of fire, safety, health and work standards to ensure a safe and positive environment for all. Work with Program Manager to create and update Workplace Safety standards and disseminate such information to all staff; regularly coordinate quarterly staff trainings on topics related to building evacuations, safety standards and protocols.
- Attend Human Resources workshops to stay abreast of ever-evolving state and federal employment law changes, ensuring that Hospitality House remains in compliance.
- Actively oversee any vendor contracted on behalf of Hospitality House to perform services and/or install product/equipment, ensuring that such a contract has been both signed off by the Executive Director and within the approved budget before any work takes place or product delivered.

Community Relations

- In partnership with the Executive Director and Program Manager, ensure compliance with all agreements with other organizational entities, such as the Use Permit Conditions with the City of Grass Valley.
- Facilitate use of volunteers, where appropriate, in all areas of Hospitality House.

ATTENDANCE:

Must be punctual and timely in meeting all requirements of performance, including but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Synthesizes complex or diverse information; collects and researches data; designs work flows and procedures.
- Design - Generates creative solutions; uses feedback to modify designs; demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- Technical Skills – Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal

- Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

- External Working Relationships – Develops and maintains courteous effective working relationships with clients, vendors and/or other representatives of external organizations.
- Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Communication

- Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- Teamwork – Contributes to building a positive team spirit; supports everyone's efforts to succeed.
- Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values and adheres to the strictness of confidentiality.

Leadership

- Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Delegation – Delegates work assignments when appropriate; matches the responsibility to the person; gives the authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Managing People – Includes staff in planning, decision making, facilitating and process improvement; makes self-available to staff; develops staff's skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.
- Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Innovation – Meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

- Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Organization

- Business Acumen – Understands business implications of decisions; demonstrates knowledge of market and competition; aligns work with strategic goals.
- Cost Consciousness – Works within approved budget; conserves organizational resources.
- Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

BUSINESS NECESSITY:

The needs of Hospitality House may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly, the employee must be capable of adopting with minimal or no advance notice, to change in how business is conducted and work is accomplished, with no diminishment in work performance.

SAFETY AND SECURITY:

All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

SUPERVISORY RESPONSIBILITIES:

This position has no individual direct reports, but is responsible for the overall direction, coordination, and evaluation of the administration and finance department of Hospitality House and Bread & Roses Thrift Store. Carries out supervisory responsibilities in accordance with Hospitality House's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, and overseeing financial processes and payroll systems, contracts, compliance with employment law, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) or equivalent from a four-year college or technical school; or three to five years related finance and/or non-profit management experience and/or training; or equivalent combination of education and experience. Human Resources experience preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of volunteers, donors, members of the general public and employees of the organization.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: QuickBooks Financial Software; Database Software; Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Gmail); and Presentation software (PowerPoint).

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current vehicle insurance and a valid CA state driver's license.

OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:

- Must be able to maintain confidentiality in all areas related to personnel and employment law.
- Solid understanding of non-profit accounting.
- Exceptional people skills.
- Possesses a natural ability to show compassion and empathy while also being firm, fair and consistent in upholding the rules of Hospitality House.
- Principles and practices of hiring, supervising, training and evaluating staff.
- Understanding of employment laws, staying up to date on changing labor laws and federal, state and local rulings.
- Uses a computer to access, input and retrieve work-related information and to prepare written documents.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and walk (including up and down stairs); use hands to finger, handle, or feel; reach with hands and arms; talk and hear; smell.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typically moderate to high with high levels of distraction.

NATURE OF SUPERVISION RECEIVED:

Must be able to work independently toward attainment of operational goals and contract compliance.

HH Employment is available to eligible people regardless of religion, race, color, national origin, sex or disability.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Printed Name: _____ Date _____

Signed: _____