**Job Description**

**Position Title**: Director of Finance

**Reports to (Position Title)**: Executive Director

**Location: Bridgeton, NJ**

 **Company**

Hopeloft is a nonprofit organization that invests in communities by working alongside people and projects who inspire change, advocate for social justice, and commit to meeting the immediate needs of local children and families. Our mission is to create opportunities for our communities to thrive, and replicate our model across the nation and around the globe.

For more information, please visit [www.hopeloft.com](http://www.hopeloft.com)

**Position**Hopeloft is looking for a dynamic, detail-oriented professional with experience in financial administration within the nonprofit sector. Related experience or familiarity in core Human Resources functions such as recruiting, onboarding, and performance review processes is a plus as the role will also have oversight of internal and external resources dedicated to these functions.

Reporting to the Executive Director, the Director of Finance will be responsible for the operational functions related to general bookkeeping, grant administration, and personnel administration. The role is accountable that operational costs remain within budget. The Director of Finance will also serve as a key stakeholder in the fiscal planning process by working closely with the Head of Operations and their peers to give visibility to financial projections and “what if” scenarios as needed.

This position is an exciting opportunity for an individual with a strong financial background that is mission driven and excels while working within a collaborative team.

**Duties & Responsibilities:**

* Manage organizational cash flow and forecasting.
* Provide overall financial oversight and monitoring, including development and implementation of sound fiscal management practices and internal controls.
* Manage and oversee monthly accounting processes, including bookkeeping, payroll management, invoicing, and financial tracking of grants. In this capacity, manage relationships with key external vendors.
* Ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
* Analyze and present financial reports in an accurate and timely manner; develop financial reporting materials for all donor segments and oversee all financial, project/program and grants accounting.
* Coordinate and lead the annual audit process; liaise with external auditors and support the ED with board of directors requests as needed.
* Oversight of procurement activities that are IT or Human Resources related such as office supplies, laptops, etc. Obtain and document proper authority limit approvals on purchases that adhere to corporate policy.
* Manage processes related to the administration of HR functions including hiring, benefits, and annual performance reviews.
* Manage and provide support to role related functions as needed to partner agencies such as CASA of CGS and Century Bakery.

Key Qualifications:

* Dedication to and passion for Hopeloft’s mission to enact positive social change in our community.
* Education and professional experience. BS/BA degree with at least 5-7 years of experience managing finance and operations in a high growth organization.
* Financial management. Proven track record in organizational budgeting and financial management. Experience with and understanding of general accounting, grant tracking, payroll management, human resources, and general business systems and functions.
* Demonstrated success in developing and monitoring financial systems.
* Operational skills. Proven track record in developing and managing operational systems in a high growth organization; strong project management skills.
* Attention to detail. Tireless attention to detail and ability to complete work with the highest level of accuracy and efficiency.
* Action oriented. Ability to work in an entrepreneurial, fast-paced environment. Strong work ethic, flexible, and able to multitask. Ability to synthesize data, make decisions, and communicate priorities to staff. Demonstrated resourcefulness in setting priorities, executing multiple tasks, and achieving objectives.
* Results oriented. Unwavering focus on delivering high quality, data driven results.
* Committed to innovation, excellence, and entrepreneurship.