

FINANCE AND OPERATIONS DIRECTOR

JOB TITLE	Finance and Operations Director
REPORTS TO	Executive Director
DEPARTMENT/REGION NAME	Statewide
FTE	1.0
FLSA	Exempt
PAY GRADE	16

OFSN strives to create a team of engaged employees who represent diverse backgrounds, languages, points of view and experiences. We understand that achieving equity is a continuous process, and we work to maintain the highest standards of ethics, transparency, and accountability.

OFSN is a family run organization that values those who have direct experience raising a child with significant mental, behavioral health challenges. OFSN gives preference to hiring individuals who have this direct experience.

PRIMARY PURPOSE

The Finance and Operations Director is responsible for overseeing the financial and administrative operations of the organization including budget management, financial reporting, monitoring cash flow, developing and maintaining best practices and internal controls for company finances and operations.

The person in this position is responsible for consistently demonstrating OFSN’s core values in all business interactions and performance and exhibits a spirit of cooperation, showing adaptability and flexibility while supporting organizational policies, procedures and goals. In addition, this position is responsible for developing and maintaining trusting relationships with their team, OFSN co-workers and community/system partners as well as contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fiscal Operations (40%)

- Establish strategies for transparent fiscal operations and oversee accounting operations.
- Produce accurate reports on where money is going within the business and improve or change current practices to increase efficiency.
- Manage organizations HRIS and payroll functions.
- Coordinates bidding process and secures vendors for the purpose of securing items and services within budget and in compliance with established guidelines.
- Provides monitoring and oversight for contract invoicing and expirations.
- Provides operational oversight for accounts payable and accounts receivable, reconciliation of accounts and identifies and reports discrepancies.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information and general finance/operations support.

Administrative Operations (40%)

- Works closely with senior leadership to put efficient workflows in place to maximize the organizations productivity and performance.

- Oversees the day-to-day operations of the office, ensuring that it runs efficiently and that all members of the team have what they need to succeed (such as equipment, supplies, recordkeeping).
- Devise strategies for ensuring the growth of programs organization wide, and implement process improvements to maximize output and minimize costs
- Adhere to the company's policies and standards, and ensure that laws and regulations are being followed.
- Work closely with Human Resources to establish and maintain a trusting, inclusive, and productive environment while managing compliance and risk to the organization.
- Administers benefits programs such as life, health, dental and disability insurances, paid time off, leaves of absence, and employee assistance. Keeps records of benefits plans participation such as insurance and pension plan, and employee statistics for government reporting.

Supervision and Direct Leadership (20%)

- Supervise bookkeeping and administrative staff.
- Participate as a member of the organization's Executive Leadership Team.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain the confidentiality of fiscal and organizational information, database files, HIPPA compliant information, web statistics, and other sensitive data.
- Other duties as assigned or needed by the organization.

QUALIFICATIONS

- Requires a minimum of a Bachelor's degree or equivalent management experience.
- Excellent written and verbal communication skills, and ability to present and work with diverse audiences, specifically racial, ethnic, gender expression, socioeconomic, education, spiritual and alternative cultural backgrounds.
- Excellent interpersonal skills and emotional intelligence.
- Knowledge of multiple operational functions and principles, including finance and payroll, customer service, employee management, and contract management.
- Must be able to pass preemployment requirements, which includes a criminal and abuse background check.
- Ability to represent complex and diverse issues in an articulate and compelling manner.
- Demonstrated ability to bring multiple views and perspectives together for common services, supports and outcomes.
- Must be able to work with multiple projects within tight timelines and deadlines.
- Demonstrate excellent organizational and time management skills.
- Proven ability to work independently and part of a team.
- Have reliable transportation, valid and current automobile insurance and an insurable good driving record, or access to reliable transportation.
- Comprehensive knowledge of, or ability to use, Microsoft Office (such as Word, Excel, PowerPoint), database, and virtual platforms (such as Zoom and Google Meets).

- 1. PHYSICAL DEMAND - Use the following to indicate the type, amount, and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.**

A. The physical effort typically applied in this job includes (check all applicable boxes):

<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				
Between 1 & 5 lbs.		x		
Between 5 & 25 lbs.			x	
Between 25 & 60 lbs.				
More than 60 lbs.				

C. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input checked="" type="checkbox"/> Carrying		

2. MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is intermittent with checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input checked="" type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

3. WORKING CONDITIONS - Use the following to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
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<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

4. ATTENDANCE - While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):

Compliance with general company standards.
 Work in community-based environments and facilities.
 Some weekend and evenings may be required.
 Travel across the state and some overnights required.
 Travel within the region is required. Occasional multi-state travel and overnight stays are required.
 May require remote work or virtual work and training delivery.
 Requires regular and reliable attendance.

5. SAFETY - While all employees are expected to comply with company attendance standards, specific practices as identified through job safety analysis (JSA) may be required. (JSA attached) Indicate below if compliance with the general company safety standards is acceptable, or if different standards apply (please be specific):

Compliance with general company standards.
 Additional safety precautions apply, including communicating status of location, adhering to safety protocols for community-based work and emergency situations.

6. EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements. Maybe different formatting?

<input checked="" type="checkbox"/> Executive/Senior Level Managers (1.1)	<input type="checkbox"/> First/Mid-Level Managers (1.2)	<input type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)
<input type="checkbox"/> Sales (4)	<input type="checkbox"/> Administrative Support Workers (5)	<input type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)
<input type="checkbox"/> Laborer (8)	<input type="checkbox"/> Service Worker (9)		

7. SIGNATURES & DATES - NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Executive Director</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>