

Job Title: Director of Finance

Location: You Belong Together, Inc (You Belong)

Company Overview:

You Belong is an impactful non-profit organization committed to caring for families with young children, individuals living with disabilities, and caregivers. We pride ourselves on fostering a collaborative and innovative work environment where employees are encouraged to bring their unique talents and ideas to the table. As part of our team, you will have the opportunity to make a meaningful impact and contribute to our continued success.

Job Description:

We are currently seeking a dedicated and detail-oriented Director of Finance to join our team. The ideal candidate will possess strong analytical skills, exceptional attention to detail, and a solid understanding of financial principles and practices. Reporting to the Executive Director, the Director of Finance will play a crucial role in supporting various financial functions within the organization.

Responsibilities:

- Weekly/bi-weekly Tasks:
 - o Weekly Deposits
 - o Generate Payroll
- Monthly Tasks:
 - o Monthly Financial Report/Reconciliation
 - § Income statements
 - § Balance Sheet
 - § Cash Flow Statement
 - o Sponsorship Fund Review
 - o Scholarship Fund Review
 - o Tax Payments (Federal and State)
 - o Monthly Meeting with Executive Director/Team
- Quarterly:
 - o Projection/Forecasting Report
 - § Assist with budgeting and forecasting processes, including gathering data, preparing reports, and identifying areas for improvement.
- Annual Tasks:
 - o 1099 Tax Forms
 - o W-2 Tax Forms
 - o Prepare 990 Form
- Seasonal Tasks:
 - o Conduct thorough research and analysis to support strategic decision-making and provide insights into financial performance.

- Long-Term Planning - Perform financial modeling and scenario analysis to support long-term financial planning and investment decisions.
- Collaborate with cross-functional teams to gather financial data and provide support for various projects and initiatives.
- Assist with the implementation and maintenance of financial systems and processes to improve efficiency and accuracy.
- Stay up-to-date on industry trends, regulations, and best practices to ensure compliance and mitigate risks.

Qualifications:

- Bachelor's degree in Finance, Accounting, Economics, or related field required; CPA or CFA designation preferred.
- Minimum of 2 years of experience in a similar financial role, preferably in non-profit settings.
- Strong proficiency in QuickBooks online.
- Excellent analytical skills with the ability to interpret complex financial data and generate actionable insights.
- Strong attention to detail and accuracy with the ability to prioritize tasks and meet deadlines.
- Excellent communication and interpersonal skills with the ability to collaborate effectively with cross-functional teams.
- Proactive problem-solver with a strong commitment to continuous improvement and learning.
- Ability to maintain confidentiality and handle sensitive financial information with discretion.

Hours

- 3-8 hours per week
- In-person 1-2 hours, virtual remaining

To apply, please submit your resume and a brief cover letter outlining your qualifications and interest in the Family Program Director position at You Belong to Amy Behrend, amy@youbelongwi.org.

You Belong is an equal opportunity employer and welcomes applicants from all backgrounds.