



About the Idaho Coalition Against Sexual & Domestic Violence:

The Idaho Coalition Against Sexual & Domestic Violence is a non-profit membership organization located in Boise, Idaho. The Idaho Coalition's mission is to engage voices to create change in the prevention, intervention, and response to domestic violence, dating abuse, stalking, and sexual assault. The Idaho Coalition Against Sexual & Domestic Violence is a leader in the movement to end violence against women and girls, men and boys – across the life span before violence has occurred – because violence is preventable. We believe in creating healthy relationships and compassionate communities. Our work is to build the capacity of programs, organizations, and systems through learning communities to provide safe, compassionate, trauma-informed, inclusive and accessible services to adolescents and adults and their children exposed to violence and to increase offender accountability.

Job Summary:

The Finance Director is responsible for all financial aspects of the Idaho Coalition, including: grant budgets, cost-allocation and reports; accounts payable and accounts receivable; payroll and employee benefits package; and W2, 1099, I-9, and all tax reports and payments. The Finance Director will oversee the external agency audit, review and analyze reports, and maintain results.

Essential Job Duties and Responsibilities:

Accounting and Financial Controls: Manage all payroll functions and employee benefit packages; develop and oversee accounting policies and procedures to ensure compliance with all federal, state, and grant regulations; and oversee external audit and fiscal compliance of all grants and sub grantees.

Fiscal Oversight: Maintain files for all grants which include award documents, budgets, all reports and correspondence with funder; perform draw downs on grants; review, prepare, analyze, and present financial reports and recommendations to management team and Board Treasurer; and provide reports for staff managing grants; and oversee significant fiscal obligations including but not limited to equipment purchases (i.e. copiers, phone system, etc.) and leases.

Management Team: Active part of management team meetings and employee relations; assist in assessment and recognition of employees' strengths and challenges; and attend all Board meetings and work closely with Board Treasurer.

Administer Employee Benefits: Act as a liaison between employee and insurance providers and retirement plan administrator; ensure benefits and plans are in compliance with all federal and state regulations and the all plan provisions are followed; and track all employee leave.

Qualifications:

AS/BS in Accounting or equivalent; or 10 years related experience and/or training. Experience in Sage/MIP Accounting program a plus. Must possess experience in developing and maintaining organizational and project budgets; a firm foundation in accounting principles and financial reporting standards and knowledge of federal fiscal requirements; a strong understanding of payroll and payroll taxes; strong analytical and problem solving skills; ability to work independently as well as with a team; excellent organizational skills; superior verbal and written skills with attention to detail; and education or experience in employee benefits, insurance and 401 (k) plan regulations and administration. Candidate must be committed to working in social justice movement to end violence against women and girls, men and boys.

Benefits:

We are proud to offer a competitive benefits package to all full-time employees which includes insurance (health, dental, vision, EAP services, short and long –term disability), vacation and sick leave, paid holidays and personal days, and 401K with employer contribution.

The Idaho Coalition believes diversity and inclusion is about respecting our differences, leveraging our strengths and maximizing opportunity for everyone. As a result, these values make us a better organization. We encourage applicants from traditionally underserved groups and communities to apply. To learn more about the Idaho Coalition visit our website at www.engagingvoices.org

Interested applicants should submit a cover letter and resume to LaDessa@engagingvoices.org by June 7, 2013.