



Idaho Coalition Against Sexual & Domestic Violence Job Description - Finance Director

About the Idaho Coalition

The Idaho Coalition identifies, supports, and thrives as an intergenerational, multi-racial, multi-cultural organization for the benefit of our team, our work, and our movement to end gender violence. Our focus is girls and women, and people who are gender oppressed, who are impacted by or at risk of gender violence inextricably connected to and fueled by multiple, systemic oppression. Our approach works to interrupt the root causes of gender violence and the multiple systemic oppressions – sexism, racism, able-ism, hetero-sexism, and other forms of domination, extraction, and violence.

Shared Vision

We envision compassionate communities with social equity and collective liberation; where we see our own and each other's full humanity and everyone has the ability to thrive; where the dominant narrative is one of interdependence, resilience, and regeneration.

North Star

Liberation for the last girl. Our north star is the embodiment of our vision, values, and purpose. How we understand a problem informs how we imagine solutions to be. The "last girl" concept means placing those most marginalized by society at the center of our work so the solutions we imagine can work for them. Understanding the lived-experience of the most marginalized populations and the impact of societal forces on their lives, helps us more fully understand the reality of those who are made invisible by many mainstream organizations. We need to upend this paradigm and amplify voices from historically marginalized communities and make the last girl's experience visible. When we intentionally center solutions on the last girl, then the root causes of violence will likely have been addressed for all.

Organizational Values

- **Compassion** - We see each other's full humanity with love and kindness, and intentionally turn toward others to end suffering and oppression.
- **Interconnection** - We understand our interdependence and the importance of authentic respectful relationships with one another and our earth.
- **Lead Boldly** - We cultivate an appetite for risk-taking, an openness to possibilities, and going into the unknown.
- **Social Equity** - We amplify voices, lived experience, and histories of marginalized communities to achieve shared power and an equitable distribution of resources.
- **Collective Liberation** - We move forward together knowing that our collective humanity is connected to the liberation of the most marginalized person in our community, the last girl.

Roles and Responsibilities Across the Organization

- Bold alignment with and operationalization of the Idaho Coalition Strategic Framework and Theory of Change.

- Ready, willing, and open to examine own privileges and connections to power and/or oppressions so that we can be best able to do our work in a manner that is accountable to the last girl and serves our deep commitment to ending gender violence inextricably connected to and fueled by multiple systemic oppressions.
- Build authentic relationships with our team, our membership, our partners, and communities on the local, statewide, and national levels through practices such as showing up with your whole self, courageous conversations, interrupting with compassion, giving, and receiving feedback, moving beyond binary thinking, and instead finding a “third way” and actively engaging in community events.
- Demonstrate adaptive leadership, an ability to respond, adapt to and thrive in rapidly changing conditions and a commitment to experimentation and an ongoing process of organizational transformative change.
- Serve as a strategic thought partner to the Executive Director and/or Director/s of Social Change and staff on the entirety of the organization.

Roles and Responsibilities of the Finance Director

The Idaho Coalition Against Sexual & Domestic Violence is seeking an empowered, positive, reliable, and self-motivated individual to join our innovative team as the Finance Director. The Finance Director influences social change by understanding that a budget is a moral document, ensuring fiscal integrity, and being responsible for all financial aspects of the Idaho Coalition through:

- Grant budgets, allocation, and reporting
- Accounts payable and accounts receivable
- Payroll and employee benefits packages
- W2, 1099, I-9, and all tax reports and payments

The Finance Director oversees the external agency audit, reviews and analyzes report and maintains results. Assist with other projects or duties as requested by the Executive Director or Director of Social Change or Director of Law & Policy

Core Competencies

- B.S. in Accounting or equivalent; 5+ years related experience
- Proficiency with MIP Fund Accounting software or capacity to learn
- Experience in developing and maintaining organizational and project budgets
- Firm foundation in accounting principles and financial reporting standards
- Experience in forecasting and budget creation
- Knowledge of federal fiscal requirements
- Strong understanding of payroll and payroll taxes
- Strong analytical and problem-solving skills
- Proficiency in Excel, Word, and Outlook required
- Must be able to work independently as well as with a team
- Excellent organizational skills
- Superior verbal and written skills with attention to detail required
- Education or experience in employee benefits, insurance, and 401(k) plan regulations and administration
- Ability to communicate financial concepts to a broad range of individuals and experience levels, including but not limited to federal and state grantors, board members, community and tribal domestic and sexual violence programs, etc.

Essential Job Functions

- 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
- Oversee external audit and fiscal compliance of all grants and sub-grantees
- Stay abreast of current issues pertinent to profession by reading articles, journal, and books and other research journals and attending trainings
- Maintain files for all grants which include award documents, budgets, all reports, and correspondence with funder(s)
- Perform draw downs on grants, and submit financial reports for Board of Directors and all grants
- Ability to work in a quickly changing environment and maintain financial integrity
- Oversee significant fiscal obligations including but not limited to equipment purchases (i.e. copiers, phone system, etc.) and leases
- Active part of management team meetings and employee relations
- Act as liaison between employee and insurance providers and retirement plan administrator
- Ensure benefits and plans are in compliance with all federal and state regulations and all plan provisions are followed
- Stay abreast of current issues pertinent to employee benefits by reading articles, journals, books, and attending trainings
- Physical requirements may include:
 - Approximately 90% of time is spent sitting at desk or workstation
 - Approximately 10% of time is spent standing, walking, bending, kneeling, and lifting
 - Occasionally lifts 25 pounds
 - Off-site presentations; meetings, travel to other offices, seminars, etc.
- Approximately 90% of time is spent indoors in temperature-controlled environment and 10% of time is spent traveling to out-of-office activities. This position may require sharing office space with other staff members

Location: Idaho Coalition Against Sexual & Domestic Violence, Linen Building, 1402 W. Grove Street, Boise, Idaho

Start Date: Open until a candidate is selected.

Compensation: Salary range for the Finance Director is \$50,000 - \$80,000 and is commensurate with experience. Benefits include medical, dental, vision and long and short-term disability coverage; 401K; phone and pro-active health stipend; flexible hours; generous paid vacation and sick time off, and other types of paid leave.

Application: To apply for the position, please email a cover letter and resume to the Idaho Coalition Against Sexual & Domestic Violence to kelly@engagingvoices.org. In the subject line of the email type Application for Finance Director. No phone calls please. Interviews will begin immediately.

The Idaho Coalition is an equal opportunity employer with a diverse multi-cultural staff. We highly value each of our staff member's unique life experiences and encourage people of all backgrounds to apply, including but not limited to individuals from racially or ethnically diverse communities, LGBTQ communities, and individuals with disabilities.