



Idaho Coalition Against Sexual & Domestic Violence Finance Director – Full-Time Position Announcement

About the Idaho Coalition Against Sexual & Domestic Violence

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 work focuses on girls and women, and people who are gender oppressed, who are impacted by or at risk of gender violence and interconnected systemic oppressions. Learn more at www.engagingvoices.org

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 managing all financial operations for the organization.

The Finance Director will manage the organization's fiscal operations, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, and advisement of the Executive Director on financial decisions. The Finance Director is responsible for monitoring and maintaining internal controls, while overseeing financial systems and related compliance requirements.

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 for large federal grants
- Firm foundation in accounting principles and financial reporting standards.
- Experience in forecasting and budget creation
- Knowledge of federal fiscal requirements and OMB Uniform Guidance. See also https://www.ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf
- 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 skill 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.
- Financial oversight of subcontracts

Essential Job Functions

- Direct the day-to-day accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger
- Manage all payroll functions and employee benefit packages
- Manage organizational cash flow and forecasting
- Develop and oversee accounting policies and procedures to ensure compliance with all federal grant, state grant, and foundation regulations
- Maintain files for all grants which include award documents, budgets, all reports, and correspondence with funder(s)
- Perform draw downs on grants and submits quarterly financial reports for all grants
- Financial liaison to the Board of Directors, including preparing quarterly financial reports (balance sheet, expenditure to budget comparison) and working with the Board Treasurer
- Oversees finances for event space rental and working with event rental committee
- Oversees fiscal sponsorships, including the provision of monthly financial reports
- Oversee audit and tax functions, coordinate activities with outside audit/accounting firm
- Act as liaison between employee and insurance providers and retirement plan administrator
- Ensure benefit plans comply with federal and state regulations and plan provisions are followed
- Remain up to date on best practices in nonprofit finance, business systems, internal control measures, and state and federal grant guidelines
- Physical requirements: approximately 90% of time is spent sitting at desk or workstation; approximately 10% of time is spent standing, walking, bending, kneeling, and lifting and occasionally lifts 25 pounds.
- 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 is housed in an open office space and requires sharing office space with other staff members.
- Supports in the development of grant applications and related documents (required reports, budgets, specific inquiries, etc.) for the purpose of submitting to the appropriate funding agency
- Oversees and prepares quarterly financial reports for all state and federal grant grants working with internal employees and external managers/administrators
- Mentors internal employees on financial grant procedures and grant coding and allocation in compliance with state and federal grants
- Assists with other projects or duties as requested by the Executive Director, Director of Social Change or Director of Law & Policy

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

Start Date: Open until a candidate is selected.

Compensation: Salary range for the Finance Director is \$55,000 - \$80,000 and is commensurate with experience. Benefits include medical, dental, vision, long and short-term disability, and life insurance, 401K; phone and pro-active health stipend; flexible hours; generous paid vacation and personal 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.