

Title of Job

Director of Finance

Organization

Hands On Nashville

Job Summary

The Director of Finance is responsible for overseeing Hands On Nashville's (HON) financial health and compliance in partnership with the President and CEO. The Director of Finance also collaborates with staff members to ensure proper expensing procedures, as well as payroll, risk management, and benefits processing. This role manages federal grant accounting, including AmeriCorps fixed-amount and Volunteer Generation Fund reimbursement grants.

About Hands On Nashville

We build capacity for individuals and agencies to meet needs through volunteerism. Our programs connect volunteers to opportunities supporting 160-plus nonprofits, schools, and other civic organizations.

Our team members:

- Care for each other, our city, and ourselves. We listen, learn, and act to effect change.
- Thrive in dynamic, fast-paced environments, both independently and when working together.
- Build collaborative relationships with internal and external stakeholders, with a commitment to inclusiveness, professionalism, and respect.

Hands On Nashville is an Equal Opportunity Employer. We believe that Nashville is powered by people of all ages, races, ethnicities, skin tones, sexes, genders, sexualities, religions, abilities, and socioeconomic statuses engaging in service together. This is a city where YOU matter and YOU make a difference. Join us as we tackle the community's most pressing challenges through service.

Essential Functions

- Manages full cycle Accounts Receivable including invoicing and deposits, and full cycle Accounts Payable including processing all A/P transactions and disbursements, with support from the Executive Administrative Coordinator
- Prepares detailed analysis of financial statements for CEO and Board of Directors, and manages monthly and yearly closing, including multiple bank reconciliations and journal entries.
- Maintains accuracy of general ledger in accordance with GAAP.
- Provide accounting support when HON provides fiscal sponsorship of other entities
- Manages accounting, invoicing, and financial reporting for grants.'
- Supports departments in understanding and adhering to income goals and expense limits

- Drives yearly annual budget preparation and tracks budget and cash flow throughout the year.
- Leads preparation for annual external audits
- Maintains filings required to maintain state and federal nonprofit, tax-exempt, and charitable solicitations status
- Processes and records bi-weekly payroll for 40-plus employees, AmeriCorps, and contractors
- Initiates and manages employee and AmeriCorps onboarding in the HRIS system
- Responsible for managing all employee benefits
- Manages staff and AmeriCorps expense reimbursement process
- Work with development team on reconciliation and donor acknowledgement
- Maintains and updates internal controls.
- Works with VP of Operations to ensure that risks and liabilities are managed through insurance and mitigation techniques, and leads risk management vendor relationships.
- Sets organizational strategic direction as a key member of the HON leadership team.
- Supervises, supports, and trains team members.
- Provides leadership in time of disaster.

Universal HON Team Functions (Nonessential)

- Represents HON in the community and provides the highest levels of customer service to volunteers, community partners, corporate partners, and all persons encountered during other duties
- Supports Hands On Nashville fundraising and volunteer events
- Provides volunteer leadership for disaster response activities, corporate projects, and special events, as needed
- Collaborates on the creation of promotional, social media content, and other story-telling needs
- Participates in community volunteer efforts to improve understanding of the volunteer experience and community needs
- Participates in staff team-building and professional development activities

About You

- Highly organized with an eye for detail and accuracy.
- Strong mathematical and analytical skills.
- Team oriented
- Strategic thinker who is able to make financial decisions for the organization.
- Whiz at Quickbooks and Microsoft Office suite (particularly Excel).
- Able to multitask and prioritize multiple competing deadlines.
- Desire to continually optimize processes and improve outcomes
- Superior interpersonal, verbal, and written communication skills

- Top-notch organizational skills with the ability to effectively prioritize tasks and manage people and projects with competing deadlines

Requirements

- Master's degree in accounting or finance with seven years of full-charge bookkeeping required or combination of related experience and education; CPA or experience with nonprofit accounting preferred.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and how it relates to non-profits.
- Criminal history background check clearance.
- Ability to increase hours during disaster response activation

How to Apply

Send a resume and an email describing your interest in the position to Jann Seymour, Vice President of Operations, at jann@hon.org.

Pay & Benefits

- Full-Time; \$80,000 - \$90,000 annual salary
- 100% employer-paid health insurance
- Affordable dental, vision, disability, and family coverage available
- 403(b) retirement plan with 1% match vested at 3 years' service
- 15 days of PTO annually
- 10 days sick leave annually
- 40 hours of volunteer time off annually
- Paid holidays and year-end paid leave
- HON values our team members' quality of life, encourages team members to find an effective balance of office-based and work-from-home hours, and allows occasional scheduling flexibility
- Fun, team-based environment