



<b>JOB TITLE / ASSIGNMENT</b>	Director of Finance
<b>REPORTS TO:</b>	Chief Executive Officer
<b>CLASSIFICATION:</b>	Full-time, exempt
<b>Salary:</b>	\$90,000 - \$110,000
<b>Hours:</b>	Monday – Friday, primarily on-site

#### **ABOUT SOUTH COUNTY OUTREACH:**

For more than three decades, South County Outreach has been a leader in the fight to end hunger and homelessness in Orange County. We believe that helping people help themselves is the most effective way to build a self-sustaining community. Through the implementation of programs like our homeless prevention program and food pantry, which distributes over 700,000 pounds of food and keeps nearly 2,000 children fed each year, South County Outreach continues to do what we do best—housing hope and ending hunger.

#### **OVERVIEW OF THE POSITION:**

This is a full-time position that will report to the Chief Executive Officer. This person will play a crucial role in managing all aspects of the financial health of the organization. This person will be responsible for the following:

- **Managing Day-to-Day Financial Activities**, such as processing and recording income (Donations & Other AR), expenses (AP), bank activities and payroll.
- **Financial Reporting**, which entails preparation of monthly and annual financial statements, forecasts, and budget development and analysis.
- **Periodic & Year-End Compliance**, which includes coordination with the external CPA firm on the annual audit and tax filings for the prior periods.

#### **RESPONSIBILITIES/DUTIES**

1. **Financial Oversight:**
  - Oversee all aspects of accounting and finance for the non-profit organization.
  - Manage AR and AP portfolios. Investigate and reconcile discrepancies in accounts receivable and payable, as well as payroll.
  - Prepare and make bank deposits, ensuring timely and accurate transactions.
  - Audit purchase orders and invoices to maintain financial accuracy.
  - Collaborate with third-party payroll providers to process payroll accurately and efficiently.
  - Manage HR policies and procedures related to finance.
  - Month-end Close, including timing, account reconciliations, reserve calculations and standard financial reports.
2. **Record Keeping:**
  - Maintain accurate records, including journals, ledgers, receipts, and invoices.
  - Ensure compliance with Generally Accepted Accounting Principles (GAAP).
3. **Financial Planning and Analysis (FP&A):**
  - Develop and maintain financial models to support budgeting, forecasting, and decision-making.
  - Analyze financial data, identify trends, and provide insights to inform strategic planning.
  - Assist in grant budgeting, reporting, and tracking.
  - Work closely with all department budget owners in the development and management of program budgets.
4. **Sector-Specific Expertise:**
  - Understand the unique financial considerations of nonprofit organizations.
  - Navigate tax-exempt status and compliance requirements.
  - Keep track of donor restrictions and grant regulations.

**KNOWLEDGE/SKILLS/ABILITIES:**

- Strong financial acumen and experience in budgeting, financial planning, and resource management.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.
- Passion for SCO's mission and dedication to making a positive impact on the lives of others.

**ORGANIZATIONAL RESPONSIBILITIES:**

- Supervise the Billing Coordinator position.
- Attends and participates in staff and/or board and committee meetings.
- Participates in staff development activities/trainings to complete job duties or as required by the CEO.
- Responsible for developing and maintaining positive, effective working relationships with staff, volunteers, and board members.
- Performs other duties as assigned.

**COMPUTER AND EQUIPMENT SKILLS:**

- Proficient in accounting software, especially **QuickBooks** or similar applications.
- Familiarity with Excel, G Suite, constituent relationship management (CRM) software, and time-tracking and expense software.
- Familiarity with third-party payroll applications.
- Proficiency in financial planning and analysis (FP&A) functions.

**PHYSICAL JOB REQUIREMENTS:**

- Uses hands and fingers to operate computers, keyboards, and office equipment throughout the day.
- Requires clear vision with or without corrective lenses.
- Requires hearing and speech within normal ranges and sufficient for clear communication face to face and especially via telephone.
- Frequently stands and walks throughout the day.
- Exposed to physical conditions and noise levels of an office environment.

**MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE**

- A Bachelor of Science in Accounting or Finance is required.
- Minimum of 3 – 5 years of experience in nonprofit accounting.
- While CPA certification is not mandatory, it can be advantageous.

**TO APPLY:**

Please contact Matt O'Connell, Chief Operating Officer, at [moconnell@sco-oc.org](mailto:moconnell@sco-oc.org) and use "Director of Finance" in the subject line.