Job Posting for Director of Finance and Administration

Position: Director of Finance and Administration  
Organization: SEIU Education and Support Fund  
Address: 220 Russell Street, Suite 200B  
Location of position: Hadley, MA  
Salary range: $75,000-$85,000  

SEIU Education and Support Fund (ESF) seeks to fill a newly created full-time position for a Director of Finance and Administration. This position will be instrumental in helping evaluate the financial needs of the organization and in developing strategies related to budgeting and program development. This position will report to the Executive Director and will be a key advisor to the Board of Directors.

About SEIU Education and Support Fund (ESF)

ESF is a 501(c)(3) that provides education and training programs to empower workers, raise standards, and promote high quality jobs. Over its more than 20 year history, ESF has been awarded a significant number of federal, state and foundation grants that have been used to train thousands of workers, primarily in the education and care industries. ESF’s budget is complex, with funding from collective bargaining agreements, private foundations, and state and federal governments to name a few.

The ideal candidate for the position will have experience in a small to mid-sized grant funded non-profit organization supporting finance, budget management and administration of grants and contracts. The ESF Director of Finance and Administration will have the ability to thrive and operate in the start-up phase of a mission driven organization and possess a quick thinking and flexible work style. In addition, a successful candidate for the position will have a passion for the mission of ESF and will be able to connect and align the finance and administrative functions to the organization’s strategic goals.

Responsibilities

Finance

- Oversee and lead annual budgeting and financial planning processes in conjunction with the Executive Director and the Board of Directors
- Prepare, manage and monitor all financial plans and budgets; report to board and inform staff regarding organization financial health
- Manage cash flow and financial forecasting to ensure organizational financial stability
- Develop, refine, and manage accounting systems and internal control of those systems
- Coordinate and lead the annual audit process
- Prepare budgets and financial documentation for grant applications
- Implement and enhance contract and grant management and reporting systems
- Direct management of budget relative to human resources
• Update and implement all necessary business, banking and accounting policies, procedures and practices; assure implementation of policy and procedure manual

**Administration**

• Further develop ESF’s human resources and administration, enhancing professional development, compensation and benefits, and performance evaluation, training, and recruiting.
• Ensure that recruiting processes are consistent and streamlined, and promote ESF’s commitment to being an equitable and inclusive organization
• Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
• Work closely and transparently with all external partners including third-party vendors and consultants.
• Work with ESF Executive Director and staff to identify and upgrade technology to support programmatic and administrative functions
• Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

**Education and Experience Requirements**

• Bachelor's degree in Finance or Accounting; CPA a plus
• At least 7-10 years of experience in non-profit finance including developing and managing budgets with multiple funding sources.
• Understanding cost allocations
• Ability to synthesize large quantities of complex data into actionable information
• Ability to work and effectively communicate with senior-level business partners
• Excellent business judgment, analytical, and decision-making skills
• Strong demonstrated use of Excel, Word, and Google suite. Experience with MIP/Abila accounting software a plus
• Strong project management skills; the ability to multi-task and meet deadlines within tight timeframes
• Demonstrated adaptability, flexibility, and resourcefulness in setting priorities and organizing work; a results-driven approach to setting goals and celebrating accomplishments
• Excellent oral, written and listening communication skills

**To Apply,** please email a resume and cover letter no later than August 31st, 2020 to: kursten.holabird@seiuesf.org