Position
Kindred Place is a counseling and parenting education center for both adults and children. Through classes, individual sessions, and group therapy, we help individuals and families navigate the challenges of partnerships and parenting to build stronger connections, improve communications, and resolve conflicts peacefully.

The Director of Finance and Administration is a strategic thought-partner reporting to the executive director (ED). As part of the management team, the Director has strong leadership, analytical, and communication skills. They will be responsible for finance, grant management, business planning, budgeting, and administration.

- Reports and communicates financial information to the Executive Director and board of directors.
- Manages and leads daily operations of payroll, billing, accounts receivable, accounts payable and financial operations including grants and insurance.
- Manages vendor relationships.
- Maintains integrity of internal control systems.
- Acts as liaison with financial and grant auditors

Responsibilities

- Analyze, prepare and present all financial reports.
- Responsible for all financial and accounting operations.
- Manage general ledger, subledgers, fixed assets and other accounts requiring detailed analysis.
- Plan, maintain and review budgeting including monitoring and analysis of results.
- Implement and manage internal controls over systems and procedures.
- Manage grant contracts including invoicing, collection, reporting and maintenance.
- Maintain aging record of grant, fee and insurance receivables and oversees collection procedure.
- Manage and lead annual audit process, liaise with external auditors and finance committee of the board of directors.
- Responsible for finance staff, including managing, hiring, training and retention.
- Maintain tax exemption records.
Qualifications

- Bachelor’s degree in accounting, CPA credentials preferred.
- 5+ years of finance and accounting experience.
- Solid technology skills in accounting software, databases, and computer spreadsheets. Microsoft Dynamics GP experience preferred.
- Exceptional written, verbal and social communication skills.
- Extremely detailed with strong analytical skills.
- Excellent time management skills with ability to prioritize work and balance multiple projects and deadlines.

Base Salary: $65,000 per year
Director of Finance and Administration

Reports to: Executive Director
Status: Exempt
Send letter/resume to: jobs@kindred-place.org