DIRECTOR OF FINANCE
JOB DESCRIPTION

Organizational Mission: Esperanza Community Housing Corporation is a social justice non-profit in South Central Los Angeles that achieves long-term, comprehensive community development. We recognize that Indigenous, Black, Latino, and immigrant communities are disproportionately impacted by historical oppression, health disparities, disinvestment, and displacement. Therefore, we develop and preserve affordable housing; elevate health equity and access to care; mobilize for environmental justice; create and protect local economic opportunities; expand engagement in arts and culture; and advocate for policies protecting human rights. Esperanza works collaboratively to strengthen South Los Angeles. In all of our actions, Esperanza builds hope with the community.

Position Summary:
Under the direction of the Executive Director, the Director of Finance is responsible for all financial matters and activities to ensure the financial health of Esperanza Community Housing Corporation and its affiliate entities. Working closely with the Executive Director and Board Finance Committee, the Director of Finance will provide strategic financial planning, implement financial decisions, improve financial processes, manage debt, improve revenue, maintain a healthy financial position, enhance funder confidence, and promote long-term financial growth.

Financial Management and Analysis Responsibilities:
- Daily and monthly processing, including but not limited to, payment processing and check issuance, invoice preparation, payroll processing, cash/check receipts and bank deposits, bank account reconciliations, balance sheet reconciliations, and entries to and maintenance of general ledger
- Prepare financial reports, cash flow projections, budgets, and other financial analysis for Executive Management, Finance Committee, and Board of Directors
- Ensure timeliness and accuracy of financial reporting for federal and state funders, foundations, lenders, and other funders.
- Maintain all financial records and documents for audit and tax authority review; coordinate timely completion of audits and tax filings
- Oversee compliance for government contracts and other grants.
- Develop and oversee financing strategies and activities for cash investments, affordable housing, and other property management for Esperanza and affiliate entities in conjunction with Executive Management
- Represent the organization to financial partners, lenders, auditors, etc.
- Participate in Staff, Finance Committee, and Board of Directors meetings, as requested
- Collaborate with the executive director and program managers to develop budgets and track key performance indicators
- Assist departments with forecasting, invoicing, and training as needed
- Ensure legal and regulatory compliance regarding all financial functions
- Stay up to date on nonprofit audit best practices and state and federal law regarding nonprofit accounting and operations

General Organizational Policies and Management Responsibilities:
- Develop and implement strategies to achieve strategic plan initiatives, long-term financial health, integration of staff with finance activities, strong information security, and stable employee relations
- Participate in organizational policy development and oversight as a member of Executive Management.
• Ensure periodic review of all policies by Board of Directors
• Ensure appropriate procedures and internal controls for maintenance, data quality and information security on all financial and non-financial systems and records

Qualifications
• Bachelor’s Degree in finance, accounting, business, or related field is required.
• Master’s Degree is preferred.
• Certified Public Accountants and Chartered Financial Analysts are preferred.
• At least 4 years’ experience in accounting with at least 2 years’ experience in a nonprofit finance setting
• Strong understanding of GAAP
• Proficiency with QuickBooks or other fund accounting software
• Experience in financial management, including management of public and private grants
• Highly proficient in Microsoft Excel and with Windows and Mac operating systems
• Strong attention to detail and ability to manage and appropriately prioritize multiple projects simultaneously
• Experience working on year-end audit or tax projects
• Ability to communicate effectively, both verbally and in writing
• Ability and desire to work in a multi-cultural environment
• Ability to develop strong working relationships with colleagues across departments and seniority levels
• Desire to work for a community-based, social justice, non-profit organization

Compensation: The Director of Finance position is a full-time (40 hours/week), exempt position. Salary range is $100,000-$125,000. Salary is based on qualifications and experience. Esperanza Community Housing offers comprehensive benefits that include: 100% medical and dental, cash in lieu of medical and dental, FSA, unemployment, 401K with matching, group life, accidental death, long-term disability, and holiday/vacation/sick leave pay.

To apply: Email a cover letter, resume, and 3 professional references to Nancy Halpern Ibrahim, Executive Director at jobs@esperanzacommunityhousing.org with the subject line: Director of Finance

Esperanza Community Housing is an affirmative action, equal opportunity employer and encourages applications from all qualified candidates regardless of race, color, ethnicity, age, gender, sexual orientation, marital or parental status, religion, disability, or any other status protected by laws or regulations. We work to ensure fair treatment of applicants and employees and actively enforce zero tolerance policies against discrimination and harassment. Women, people of color, and South Los Angeles residents are strongly encouraged to apply.