



**POSITION:** Director of Finance  
**REPORTS TO:** CEO  
**FTE:** 1.0 FTE  
**FLSA STATUS:** Exempt  
**SALARY:** \$90,000 - \$120,000  
**START DATE:** ASAP  
**LOCATION:** National: Remote

**ORGANIZATIONAL DESCRIPTION**

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, respite programs, and housing and social service organizations across the country. Additional information is available at [www.nhchc.org](http://www.nhchc.org).

Grounded in human rights and social justice, the Council’s mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

**JOB SUMMARY**

The Director of Finance stewards the financial health and strategy of the organization. This position ensures the organization's financial health, integrity, and sustainability through strategic financial planning, analysis, and management. This position will lead and develop an internal team (Finance Team) in the following areas: finance and accounting, budgeting and planning, business administration, and finance operations. This position is a member of the Management Team. The Director of Finance will support the Council’s strategic directions by ensuring leaders at all levels have needed financial information and are employing it correctly in the decision-making processes.

**JOB RESPONSIBILITIES**

**Leadership Roles:**

- a. Participate with other Directors, Board and staff in strategic planning to determine programmatic directions and the budget for the organization.
- b. Develop and communicate regular financial forecasts, identify trends, recommend adjustments, evaluate systems and infrastructure needs, and recommend improvements. Provide insights and guidance to the Management Team’s decision-making processes. Communicate Management Team decisions to Finance Team staff.

### **Finance and Accounting**

- a. Responsible for maintaining the Council's general ledger including analyzing and presenting financial reports in an accurate and timely manner and communicate monthly and annual financial statements.
- b. Oversee all financial, project/program and grants accounting, ensuring all financial reports comply with GAAP, federal cost principles as found in OMB Uniform Guidance (2 C.F.R. Part 200), HRSA accounting standards, and regulatory requirements.
- c. Staff the Finance Committee of the Board of Directors and prepare monthly financial reports. Effectively communicate and present the critical financial matters to the CEO and Finance Committee.
- d. Manage the annual organization and other grant-related audit processes and respond effectively to audit findings, implementing necessary corrective actions.
- e. Prepare the organization's 990.
- f. Prepare the organization's federal Indirect Cost Rate application.
- g. Manage organizational cash flow and forecasting.
- f. Partner with development and membership to support financial reporting and reconciliation.
- g. Maintain accurate financial records and support documentation for all transactions as required by federal standards. Develop and implement policies and procedures to manage financial risks and implement effective internal controls to manage and mitigate identified risks

### **Budgeting and Planning:**

- a. Assess and implement any changes necessary to the budgeting and financial processes, including accounting software.
- b. Manage the annual budgeting planning process in conjunction with the CEO. Administer and review all financial plans and budgets. Determine whether, how, and when to develop team budgets and corresponding reports.
- c. Oversee the production and distribution of regular reports reflecting expenditures against budget by funding sources to appropriate Directors and Managers.
- d. Implement a training program for members of the Management Team to increase their fiscal literacy and ability to manage budgets.
- e. Oversight of the financial planning for the National Conference.
- f. Prepare budgets for government, foundation, and corporate grant proposals.
- g. Prepare financial break-even analysis and projections for deliverable-based contracts and projects.

### **Finance Operations:**

- a. Oversee the administration of payroll, including state and Federal payroll taxes, worker's compensation, and state unemployment insurance.
- b. Ensure that contract billing and collection schedules are adhered to and that financial data and cash flow are steady and support operational requirements.

### **Supervision:**

- a. Lead and develop the finance team, fostering a culture of high performance, continuous improvement, teamwork, and alignment with the organization's values.
- b. Organize and supervise financial staff assigned to assist with the functions listed above.
- c. Provide coaching, mentoring and support to financial staff.
- d. Ensure supervisees comply with the policies and procedures set out in the Council's Employee Handbook.

## QUALIFICATIONS:

### Qualifications and Skills:

- College degree preferably in business, finance or accounting; prefer M.Acc., CPA or MBA.
- Ten years accounting experience, with at least 5 years in a leadership role, preferably in a non-profit organization; Five years of experience in finance and accounting; Five years of experience working with multiple government and private grants simultaneously; Intermediate knowledge of OMB Uniform Guidance (2 C.F.R. Part 200) Guidance.
- Excellent analytical, decision-making, and problem-solving skills.
- Strong understanding of non-profit accounting principles, standards, and regulatory requirements. Advanced knowledge of GAAP and nonprofit IRS regulations.
- Advanced knowledge of accounting software, preferably MIP; advanced knowledge of spreadsheet software, preferably MS Excel.
- Strong interpersonal and communication skills that values transparency and consistency with demonstrated ability to collaborate with individuals from a wide range of professional and personal backgrounds.
- High degree of personal organization.
- Self-motivated and able to work with minimal supervision.
- Able to be effective in a remote work environment.
- Commitment to a collaborative team approach to organizational tasks and demonstrated success managing teams.
- Demonstrated ability to determine the short- and long-term impact of decisions and create and implement processes needed to achieve organizational priorities and successful project management.
- Willingness to take initiative, able to learn new things, comfortable with differences of opinion and confident about working toward solutions.
- Ability to stay calm and be productive in an innovative, fast-paced environment with demonstrated ability to juggle multiple, competing priorities.
- Capacity and willingness to learn new software and work routines quickly; flexibility in responding to information and reporting requests as they arise.
- Able to express the mission and values of the National Health Care for the Homeless Council through actions in their work.

### PHYSICAL DEMANDS & WORKING CONDITIONS

- Available for travel within the U.S. approximately 2-3 times a year, or more frequently, depending on location.
- Able to operate a variety of office equipment, including photocopier and personal computer.
- Must have a workspace that allows them to work remotely, including good internet connection capable of supporting internet-based video and audio for conference calls.

**Comprehensive benefits package:** Includes health, dental, vision, life, 401k, short and long-term disability, and paid time off.

**How to Apply:** Please submit a resume and cover letter to Bobby Watts, CEO at [bwatts@nhhc.org](mailto:bwatts@nhhc.org). Applications without cover letters that include salary requirements will not be considered. No phone calls, please.

**Equal Opportunity Employer:** We do not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The National HCH Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of

marginalized identities and/or lived experience of homelessness are especially encouraged to apply.  
Applications without cover letters and salary requirements will not be considered.

Last Updated: 03/28/2024