

**WomenShelter of Long Beach
Director of Finance**



About Us:

Since 1977, WomenShelter of Long Beach has helped thousands of families overcome the trauma caused by domestic abuse. WSLB assists victims and their children by providing safe housing and supportive services including supportive housing, 24-hour crisis hotline, counseling, social services support, legal and health advocacy, and much more.

Job description: The Director of Finance is responsible for maintaining sound fiscal operations of the agency, including preparing summary and program reports of revenue and expenditures, overseeing A/R and A/P, and conducting monthly bank reconciliations and familiarity with employee payroll. Responsible for timely invoicing of grants, all reports to government funding sources, and proper documentation of all agency expenditures. Maintains agency compliance with all insurance and tax laws. Will prepare financial materials and monthly and annual reports for funders and the Board of Directors.

Responsibilities:

- Maintain sound fiscal operations and oversee all financial projects/programs and grants accounting
- Oversee compliance with administrative and fiscal contract requirements related to grant expenditures, reporting, indirect costs, match sources, etc.
- Oversee the expenditures of all grants, including an ongoing review of the agency's monthly financials and final grant period expenditures
- Prepare annual budget projections and monitor annual budget performance
- Perform Accounts Receivable and Accounts Payable activities
- Coordinate and lead the annual audit process, liaise with external auditors and the finance
- Maintains compliance with accounting standards, government regulations, and tax law
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual

Qualifications:

- Minimum of a Bachelor's Degree in Accounting or related field / 4 years of familiarity with finance systems preferred
- Minimum of 4 years with non-profit financial management, including bookkeeping, detailed line-item budgets, financial statements, cash flow, government grants, and restricted funding sources
- Technology savvy with experience selecting and overseeing software installations and knowledge of accounting and reporting software
- Strongly prefer experience managing Cal OES grant reporting

**Please send resume and cover letter to Anthony Marquez, HR Generalist at
HR@womenshelterlb.org**