



# Director of Finance & Administration

## REST JOB DESCRIPTION

**REST SUMMARY** REST exists to provide pathways to freedom, safety, and hope for victims of sex trafficking and people involved in the sex trade. As part of the City of Seattle's Coordinated Effort Against Sexual Exploitation, we provide prevention, intervention, and restoration services all with the vision of making our community free of sexual exploitation. Our culture is fast-paced, rapidly growing and encourages determination, creativity, integrity, and quality. We are motivated and inspired by our faith as a Christian organization, though we are dedicated to serving people of all faiths and backgrounds through our programs.

REST was founded in 2009, became a nonprofit in 2011, and has grown to serve over 500 victims and survivors of sexual exploitation a year. Growth has been, and continues to be, rapid, moving from 150K budget and 2 employees in 2012 to 2.2MM budget and 37 employees in 2018. Executive leadership at REST includes the Executive Director, Director of Finance & Administration, Director of Engagement (fundraising, communications, volunteer coordination), and Director of Programs.

### **ROLE SUMMARY**

The Director of Finance & Administration (DFA) provides leadership, direction, and day-to-day management or implementation of key functions including: finance, accounting, human resources, facilities, technology, and general business operations. Working closely with the Executive Director and leadership team, the DFA develops and implements policies, practices and plans to meet the organization's short - and long-term objectives. Our ideal candidate is knowledgeable about federal grants, experienced in non-profit management, has strong analytic and interpersonal skills, and applies their financial and operations expertise to build and maintain efficient and effective systems to support organizational development and growth. This position will provide supervision for supporting roles, but will be expected to fulfill necessary functions of the department as we continue to build out the team toward sustainability.

### **DUTIES & RESPONSIBILITIES**

#### **Financial and budget planning and management**

- Participate with Executive Director, and Leadership Team in strategic planning, translating operational, programmatic and staffing plans into working budgets
- Drive the annual budget preparation process under the direction of the Executive Director
- Develop grant budgets with the Executive Director and Director of Engagement and supervise the maintenance of financial records for each project in a manner that facilitates reporting
- Manage annual audit and filing of annual tax returns
- Oversee the preparation of timely and accurate financial statements and reports for use by management and Board
- Provide customized financial reports and analyses to inform decision-making
- Provide financial reports and financial activity detail on a regular basis to program supervisors, Director of Programs, Executive Director and the Board, showing actual expenditures to date, variances and updated forecasts
- Review monthly results with program leadership and Executive Director, serving as a resource, supporting and training program managers on budget management and grant management as needed
- Oversee all grant and contract compliance (grant filings, documentation, fiscal report deadlines, etc.)
- Supervise and review accounting to ensure proper allocation of expenses in compliance with grant restrictions, internal allocations and manage the annual grants financial closeout process
- Work closely with Director of Engagement to ensure cohesion between finance and development activities
- Stay current with all federal regulations and guidance to guard against fraud and waste, and implement policies and procedures accordingly
- Organization-wide contract management, including developing, negotiating, and managing compliance
- Represent the organization externally, as needed, particularly in banking and contract negotiations
- Supervise accounting staff

## Human Resources and Benefits Administration

- Direct Human Resources by refining and implementing HR policies and processes, including those regarding recruitment, hiring, onboarding, payroll, compensation and benefits, performance evaluations, disciplinary procedures, training and professional development and exiting processes
- Serve as resource to staff on human resource and benefit issues
- Build an environment of openness, with attention to staff needs, development and overall staff morale
- Foster the REST cultural values throughout the organization
- Assist in developing the leadership team's management and leadership skills
- Ensure compliance with all legal human resources requirements
- Coordinate planning and implementation of health insurance and other benefits
- Liaise between Board, management team and staff, fostering communication between all parties.

## Operations and Administration

- Insurance and risk management, including reviewing coverage periodically and at annual review time, analyzing coverage limits, deductibles, cost, recommending additional or alternative coverages, preparing applications, reviewing final policies, obtaining certificates, handling insurance issues and claims
- Responsible for facilities, equipment, office operations, and IT management
- Maintain and manage relationships with landlords, outside consultants and vendors
- Support the work of the Board and its officers
- Lead the organization through change, developing and implementing change management processes when needed
- Manage in-house information systems to include essential operational information, such as account usernames and passwords, keeping operational procedures and manuals up-to-date, keeping operations calendar, keeping organizational and corporate files, etc.
- Other duties as assigned

## QUALIFICATIONS

As a prerequisite, the successful candidate must believe in the core values of REST and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social change. Beyond that, we are seeking a candidate that has proven experience in scaling a multi-site organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

- 6-8 years of increasing responsibility and related professional experience in financial management, human resources and operations, primarily within the nonprofit sector
- Bachelor's degree in nonprofit business administration or equivalent experience; advance degree preferred
- Nonprofit finance and accounting experience essential, knowledge of fund accounting is required
- Experience with federal grants and grant management strongly preferred
- Experience with human resources and human resource systems management is required
- Strong Excel, Microsoft Office, Apple, and Quickbooks for nonprofit software experience
- Experience with newly established nonprofits and/or organizations undergoing growth and change preferred
- Demonstrated ability to develop, implement, and manage business systems and processes, including expertise in financial analysis and budget development
- Successful track-record in setting priorities, keen analytical, critical thinking, organizational and problem-solving skill enabling sound decision-making.
- Excellent verbal and written communication and interpersonal skills with an ability to negotiate, collaborate and work with a variety of internal and external stakeholders
- Ability to balance attention to detail with big picture thinking required

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- Ability to prioritize and multi-task with the skill to shift quickly and effectively amongst tasks and priorities; ability to work under pressure
- Good judgment, skilled in strategic goal setting, creating and implementing plans and making decisions
- Highest possible integrity and credibility
- Ability to lead and foster teamwork; strong leader and team-player with a proactive, service oriented attitude
- Dedicated to the mission and values of REST
- Agrees with the REST Statement of Faith and Expression of Faith

**Location:** REST is located on Rainier Ave S. near Genessee in Seattle, WA

**Salary:** This is an exempt position, \$80K - \$100K depending on experience. Health Insurance stipend of \$4550 annually. 15 days of vacation per year; 8 paid holidays; 10 sick days; Comp time accrual after 45 hours a week; 403b Retirement option