



Position Announcement
DIRECTOR OF FINANCE AND OPERATIONS

Thrive DC provides meals and a weekly food pantry, basic emergency services, employment training, reentry transitional housing, and other support services for vulnerable individuals (especially those experiencing homelessness, poverty, or recent release from incarceration) in a safe, stable environment in Washington, DC. Learn more at www.thrivedc.org

Reports to: Executive Director

Supervises: to be determined

Location: Hybrid. The organization is headquartered in the Columbia Heights neighborhood, within a few blocks of a Metro station. Many of this position's duties can be performed remotely, but it will be necessary for the Director of Finance & Operations to be present at the Thrive office one or more days per week.

Overview:

The Director of Finance and Operations (DFO) is the chief financial officer for Thrive DC. The DFO directs the department of finance and operations in establishing and conducting processes necessary to ensure both the short- and long-term fiscal health and accountability of Thrive. The DFO serves as a leader in the organization, working closely with the executive director, the senior leadership team, the board of directors, and the board finance committee to fulfill the mission of Thrive.

Responsibilities include:

Financial Accounting, Analysis, Planning, and Reporting:

- Develop and maintain timely and accurate financial statements and reports, at both the organizational and program levels.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Prepare all supporting information for the annual audit and IRS Form 990, and coordinate audit and tax work with the board finance committee and the external auditors.
- Develop and maintain accounting systems for cash management, accounts payable, accounts receivable, investments, and other balance sheet accounts.
- Ensure timely reconciliation of revenue and expense accounts.
- Prepare the annual budget in consultation with the executive director, senior leadership team, the board treasurer, and the board finance committee.
- Assist development staff in the preparation of budgets and financial reports for funders and other external parties.
- Manage banking, credit card, and investment relations and reconciliations.
- Monitor restricted funds.
- Make bookkeeping entries in QuickBooks on a timely basis.
- Write checks and pay bills electronically.

Payroll and HR:

- Oversee all payroll and HR functions to ensure that employees are paid in a timely and accurate manner and receive all appropriate benefits.
- Oversee onboarding of new employees and ensure that all appropriate wage, tax, and benefit information is provided to employees, benefit providers, and taxing authorities.
- Manage employee benefits plans and ensure compliance with reporting requirements.
- Ensure compliance with all payroll tax and reporting requirements.
- Make payroll entries in ADP and process payroll.

Risk Management:

- Monitor risk management policies and procedures to ensure that organizational risks are minimized.
- Advise the executive director and the board on appropriate insurance coverage, and ensure that it is maintained and applicable reports are filed.

Organizational Administration:

- Oversee the administrative functions of the organization, including information technology, facilities management, workplace safety, records management, and furnishings and equipment.
- Ensure compliance with all leases, contracts, and other financial commitments.
- Monitor relevant federal, state, and local legislation (employment standards, occupational health and safety, etc.) to ensure that Thrive is in compliance.
- As Thrive grows and budget allows, hire and supervise additional finance and operations staff and delegate appropriate duties to them.

General:

- Other duties as assigned.

Required Qualifications:

- Bachelor's degree or equivalent experience.
- Five years of progressively responsible finance experience, preferably in a nonprofit setting.
- Solid knowledge of nonprofit accounting standards and experience in all accounting operations.
- Thorough understanding of and respect for professional and financial ethics.
- Excellent interpersonal, analytical, organizational, and management skills.
- Excellent oral and written communication skills.
- Strong applied computer skills, with solid understanding of nonprofit financial software.
- Enthusiastic support of Thrive's strategic vision, mission, and goals.
- With appropriate exemptions as required by law, all Thrive DC staff must be fully vaccinated against Covid-19, including receiving any boosters recommended by the CDC in a timely manner.

Salary Range: \$85,000 - \$110,000, depending on experience and other qualifications

To Apply: Via email, please send PDF copies of your resume and a cover letter (addressed to Kathlyn Taylor Gaubatz, Interim Executive Director) to this address: kathy@thrivedc.org. Please specify "DIRECTOR OF FINANCE & OPERATIONS" in the subject line. We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style, and interest in being part of a team working to address homelessness and poverty in DC. Applications will be accepted until the position is filled.