

Job Description

Position: Director of Finance
Department: Administration
Status: Exempt, Full-Time
Salary: \$110,00 – \$120,000
Location: On Site (Main Office)
Reports to: Executive Director

Organizational Background: Proyecto Pastoral at Dolores Mission was founded in 1986 by community residents and the California Province of Jesuits. Proyecto Pastoral at Dolores Mission empowers the community of Boyle Heights through grassroots projects in education, leadership, and service. It has grown into a highly effective community-based nonprofit that focuses on building reciprocal relationships with residents so that they are empowered to create change in their own lives and in the life of the community. Proyecto Pastoral reaches 6,000 Boyle Heights residents annually through the following initiatives: the Guadalupe Homeless Project providing emergency shelter and holistic supports for men and senior aged women; IMPACTO youth development program for K-12 youth; Early Childhood Education Centers preparing children 18 months to 5 years old for Kindergarten; Comunidad en Movimiento community organizing and leadership development initiative; and Promesa Boyle Heights collaborative building a cradle to college and career continuum of supports for students and families.

Position Summary: Proyecto Pastoral seeks a strategic financial leader for the Director of Finance position. The Director of Finance will report to the Executive Director and work directly with the senior leadership team and board to steward the organization's finances. Our ideal candidate is a problem solver, rolls up their sleeves, and can provide leadership for Proyecto's budget and financial operations, human resources and other administrative functions, and staff the Board of Directors' Finance and Audit Committees.

Financial Management

- Maintain and improve the financial health of Proyecto Pastoral by analyzing, preparing, and presenting financial reports and statements to the Board and leadership as needed
- Analyze on a monthly basis the general ledger and balance sheet accounts, post journal entries including monthly and yearly closing entries, and ensure monthly account reconciliations
- Bring in-house the currently external accounting services and ensure accuracy of day-to-day financial activities (e.g., payroll, accounts payables/receivables, billings, invoices, contracts)
- Oversee and lead the annual budgeting and planning process in collaboration with the Executive Director; administer and review all financial plans and budgets
- Work cross-functionally with the Development and Program Directors to develop budgets and assemble financial reporting materials and to oversee all program, project, and grants accounting
- Provide strategic leadership during annual audits and serve as the liaison with external auditors, internal staff, and the Board's Finance Committee
- Manage organizational cash flow and forecasting and build budget models and financial projections to support strategic planning.
- Institute strong financial and accounting policies and procedures to ensure appropriate internal controls and minimize risk
- Review and oversee the negotiation of all leases and contracts
- Ensure compliance with all financial and contract requirements for city, state, and federal government agencies, and other restricted grants, contracts, and donations

Human Resources

- Establish, improve, and oversee the full range of human resources processes and procedures including hiring, onboarding, training, development, talent management, policy development, and employee relations
- Provide human resources guidance to the Executive Director, leaders, and other team members
- Oversee strategy, relationships, and implementation with legal counsel, benefits management organizations (e.g., health insurance, retirement, etc.), and other external HR vendors where needed to guide personnel decisions
- Work closely with the Executive Director to monitor and address legal and governmental compliance
- Implement best in class operations to ensure everyone has what they need to carry out their work
- Collaborate with Executive Director to establish benchmarks, key performance indicators, and reporting standards on an ad-hoc, monthly, and annual basis
- Institute strong internal processes to ensure efficiency and minimize risk
- Coach, develop and empower direct reports

Participate in organization-wide events and activities (e.g. all staff meetings, annual women's conference, fundraising events, etc). Performs various accounting, administrative, operations, human resources, and other related duties as assigned and required by the role.

Experience And Qualifications:

- The ideal candidate is passionate about the mission of Proyecto Pastoral and has at least eight (8) years of professional experience with at least 6+ years of financial management experience:
- Bachelor's Degree (Accounting/Finance preferred)
- Experience with financial reporting, coordination, and quality/content of financial data; non-profit finance and accounting experience is ideal
- Ability to effectively communicate financial concepts to diverse audiences
- Ability to train, support, and collaborate across teams to build financial, HR, and organizational capacity
- Collaborative, visionary, and innovative leader with strong attention to detail/project management skills;
- Strong ability to problem solve, manage, and prioritize multiple projects simultaneously
- Excellent communication and relationship-building skills;
- Skilled at working and engaging authentically with diverse stakeholders including community members, board members, and donors
- A flexible, resilient, results- and mission-driven leader with a good sense of humor
- Proficiency in QuickBooks, Microsoft Excel, and other enterprise-level accounting software
- Demonstrates enthusiasm for Proyecto Pastoral and a strong commitment to its social justice mission, including its community-building vision and founding Jesuit values;
- Comfortable working in a Catholic faith context and lean grassroots organization
- Valid California driver's license and insurance

Benefits: Full-time Exempt position offering eligible employees 10-15 days paid vacation, 18 holidays, 401k plan, and health/dental/ vision benefits upon successful completion of introductory period.

To Apply: Please email a cover letter and resume with the subject line "**Director of Finance**" to hr@proyectopastoral.org.

Proyecto Pastoral is an equal opportunity employer and does not discriminate on the basis of race, color, national original, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.