



1375 55th Street, Emeryville, CA 94608
(510) 655-7880 • www.annmartin.org

POSITION TITLE: Finance Director
REPORTS TO: Executive Director
DEPARTMENT: Administrative
Status: Exempt
FTE This is a full time, benefit eligible position

Ann Martin Center is dedicated to improving the lives of at-risk children, youth, and their families in Alameda County by providing psychotherapy, educational therapy, and diagnostic assessment. We promote healthy emotional development and effective learning skills. We nurture confidence, resilience, and the ability to make positive choices that strengthen caring relationships, independence, and productivity. The Center is distinguished by its emphasis on both emotional and educational support.

Job Summary:

The Finance Director position is accountable for the administrative, financial, accounting, legal, and risk management operations of the organization, and includes the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of internal control systems designed to preserve company assets and report accurate financial results. This position will supervise the Finance team.

The Finance Director will oversee all aspects of the AMC's financial strategy, audits, administrative and risk management functions. S/he will be knowledgeable about county and/or government contracts, reporting requirements and cost report preparations. The Finance Director will be a thought partner with the Executive Director (ED), management team and the Board of Directors, to ensure that sound fiscal policies and appropriate organizational infrastructure and systems are in place to support growth and expanded impact. This position will also value services provided to at-risk diverse communities.

Key Duties and Responsibilities:

Financial Planning and Analysis

- Represent the company to financial partners, including donors, auditors, Alameda county officials, etc.
- Develop and utilize predictive models and activity based financial analysis to provide insight into the organization's operations and business plans including cash requirements
- Engage the finance committee, ED and the Board of Directors to develop short, and long-term financial plans and projections
- Engages in policy and procedure development and compliance in accordance with GAAP Cost report preparation
- Assures Risk Management processes are in place to mitigate losses, including business, liability, and D&O insurances

Accounting and Administrative

- Manages and maintains sound accounting and financial practices and procedures to support and maintain the integrity of the internal control structure.
- Supervises and reviews all functions in the accounting department, such as: accounts receivable, accounts payable, payroll, billings, cash, fixed assets, inventory, and other financial data as needed.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for the ED and Board of Directors; oversee the preparation and communication of monthly and annual financial statements
- Coordinate audits and proper filing of tax returns
- Develop and manage finance staff

Risk Management

- Understand and mitigate key elements of the company's risk profile through effective management of internal audit function
- Working with IT professionals in the areas of infrastructure, workstation applications and enterprise applications, provide an effective IT environment that encourages collaboration and sharing of resources
- Manage the organization's insurance programs

Leadership & Executive Management

- Able to train, support and supervise finance team
- Must be flexible and able to multi-task and be a team player
- Must exhibit exceptional integrity and credibility
- Engage the ED, Board of Directors, finance, and/or audit committees, and management team on trends, and changes in the business model
- Provide the analytical thinking to qualify strategic program changes

Additional duties as assigned by the Executive Director

Required Qualifications:

- A minimum of a BS in Accounting; a CPA and/or MBA would be a plus
- At least ten years of diverse experience, with at least five years as a Finance Director or equivalent, in a non-profit organization with a budget of at least \$4-6 million
- Knowledge of U.S. accounting standards for non-profit organizations managing government grants
- Knowledge of government contracts, reporting guidelines, and U.S. accounting standards
- A track record of demonstrated success leading and managing the strategic, financial, and business operations in a non-profit sector
- Strong knowledge in financial modeling, forecasting, and advanced Excel usage, and accounting software.
- Experience translating financial information and data into insights and strategic recommendations that are aligned with organizational vision and mission
- Exceptional communications and interpersonal skills, including the ability to work with a highly engaged, diverse, and committed team
- Knowledge and ability to design and develop accounting systems and procedures

Physical and Mental Requirements: Must be able to sit for long periods of time and have the manual dexterity to manipulate and use internal office equipment.

Other Requirements: All potential hires will be fingerprinted and should receive clearance through the Department of Justice.

How to Apply:

Please send your cover letter and resume to hr@annmartin.org

We are an equal opportunity employer committed to identifying and developing the skills of people from diverse backgrounds. We will not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, national origin, genetic information, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.