



SHELTER. SUPPORT. SOLUTIONS.

Finance Director Job Announcement

Position Summary

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. This full-time exempt position is part of the Executive Team of Pillars and is responsible for overseeing all finance-related functions in the organization.

Duties and Responsibilities

Strategic Leadership

- As a member of the Pillars Leadership Team, fully participate in development and execution of the organization's strategic objectives
- Ensure that the agency's finance strategy and policies are in alignment with the overall Pillars strategy and mission

Financial Accounting & Controls

- Process payroll and related tax (and other) withholding payments for exempt and non-exempt staff on a biweekly basis; review hours worked and adjust time off accruals
- Ensure payroll hours and other expenses are assigned to the correct cost center, and are billed to the appropriate grant
- Prepare, process, monitor, and reconcile all accounts payable and accounts receivable; reconcile general ledger accounts
- Prepare and file all required ongoing, quarterly, and annual federal, state, and local reports. Complete and file payroll, tax and other compliance reporting requirements (including but not limited to quarterly 941 and WI UCT 101, W2s, W3s, WT-7, 1099s, etc.)
- Responsible for appropriate financial and cash controls, including dual control of cash donations; with the Community Engagement Director, review and code all donations (cash and otherwise)
- Maintain fixed asset records and depreciation schedules
- Coordinate annual audit with independent audit firm; prepare all necessary reports as requested by the auditors
- Ensure that proper fund accounting records and financial reports are prepared and maintained
- Monitor compliance with GAAP and company policy
- Act as liaison with Pillars' bank

- Manage the Section 125 and Section 129 employee benefit plans; perform annual non-discrimination testing; complete annual testing, administration of 401k retirement plan

Financial Management and Reporting

- Prepare and analyze monthly financial statements and year-end projections; make general journal adjustments if necessary
- Analyze financial information detailing assets, liabilities, and capital; prepare balance sheet, P&L statement, and other reports to summarize and interpret current and projected company financial position for the Executive Director and Board of Directors
- Prepare monthly reports for grant reimbursement; budget grants annually and analyze remaining grant funds continuously throughout the year
- Prepare budget by establishing schedules; collecting, analyzing, and consolidating financial data; work with organization leaders to review budget items and expenses
- Comply with federal, state, and other applicable regulations by studying existing and new legislation, regulations and trends; anticipating future legislation; enforcing adherence to requirements; filing financial reports and advising leadership on needed actions

Core Competencies and Qualifications

- Problem-Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem-solving situation; remains calm when dealing with emotional topics.
- Analytical – Synthesizes complex or diverse information; Collects and researches data; uses intuition and experience to complement data; designs workflows and processes.
- Communication - Strong verbal and written communication skills and multiple levels: with volunteers, coworkers, board members, other community agencies, and vendors.
- Project Management – Takes initiative to ensure projects are on track to be completed in a timely manner; demonstrates strong organizational ability; has a passion for working collaboratively with others to attain a positive outcome.
- Strategic thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Education and/or Experience

- Bachelor's degree in Finance, Accounting or related field and a minimum of 5 years accounting experience are required. CPA is preferred. An equivalent combination of education and experience may be considered.
- Proficiency in MS Office, Excel, and other accounting/database software is required (Quickbooks, Access, etc.) Experience in grant accounting is strongly desired.

Compensation

The wage range for this full-time position is \$52,500-75,000.

Benefits include health insurance, dental insurance, vision insurance, vacation, holidays, sick leave, short & long term disability, life insurance, 401k retirement account and an Employee Assistance Plan.

To Apply

DEADLINE TO APPLY: June 10, 2019 BY 8:00 AM

Send resume and cover letter to tmelzl@pillarsinc.org or mail:

Tracy Melzl, Human Resources Assistant, Pillars, Inc., 605 E Hancock Street, Appleton, WI 54911

Pillars is an Equal Employment Opportunity employer.

05/2019