

Bridging The Gap

Position Description

Job title	<i>Finance and Operations Director</i>
Reports to	<i>Executive Director</i>
Status	<i>Full-time, exempt</i>
Location	<i>Kansas City, MO in office (at least 4 days/week)</i>

Job purpose

We are seeking a highly skilled and experienced **Finance and Operations Director** to oversee and manage Bridging The Gap. As the Finance and Operations Director, you will be responsible for ensuring the smooth and efficient functioning of all operational and financial aspects of the organization. This is a key leadership role that requires strong strategic planning, financial acumen, accounting activities, and risk management skills.

Primary Duties and Responsibilities

Daily duties and responsibilities fall into four major categories:

Leadership and Management:

- Collaborate with senior leadership and Board of Directors to develop and implement financial strategies that support the organization's mission and long-term goals; actively participate in the development of funding proposals and new initiatives
- Manage two direct reports, Human Resource Manager and the Office Manager/Bookkeeper
- Identify, select, and supervise consultants (e.g. legal, financial) to supplement expertise when necessary

Financial and Accounting Management:

- Ensure the accuracy, timeliness, and completeness of financial and accounting records, including the general ledger, accounts payable and receivable, and other financial areas. Reconcile (or review reconciliations of) general ledger accounts and bank statements.
- Develop and maintain appropriate accounting protocols and internal controls
- Prepare, analyze, and present monthly and year-end financial reports for the organization to the ED and Board of Directors, ensuring consistency with non-profit GAAP standards
- Schedule and support the annual audit by preparing workpapers and providing requested documentation
- Develop, monitor, and adjust annual budgets for the organization, individual programs, and expanded services
- Prepare all government reporting documents as required. Serve as primary liaison with an independent public accounting/audit firm to ensure the annual financial audit and filing of Form 990 are completed promptly
- Oversee banking activities and actively manage cash flow to meet organizational needs. With the Executive Director, select and oversee investments
- Maintain accurate and timely asset tracking and control systems encompassing fixed assets and correspondence depreciation schedules

- Establish fee schedules and evaluate cost and effectiveness of earned revenue programs
- Track grant funds expended and remaining balances
- Oversee, audit, and approve payroll functions, ensuring controls over input and output of payroll data and payroll journals
- Negotiate employee benefits and insurance contracts with providers

Risk Management:

- Procure and maintain insurance policies, protect organization, and comply with contracts
- Collect and report information for annual insurance audits
- Assess organization activities and mitigate risk
- Oversee and assist in writing OSHA Safety Manuals for each program

Contract Management:

- Provide financial expertise on contractual matters, proposals for new or extended programs and new business development
- Assist or lead in the negotiation and execution of organization’s contracts with funding sources, including grant agreements, vendor contracts, subcontracts, federal, state, and municipal agreements, and collaborative service providers
- Manage government contract revenue and restricted funds usage
- Ensure compliance with federal procurement standards when applicable
- Review and approve all legal documents and Terms of Service

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Performance Factors and Necessary Skills

Knowledge Of:

- General accounting and accrual-based accounting practices and non-profit financial reporting procedures
- Federal and state contract/grant budgeting/reporting procedures and requirements
- General office software, including Microsoft Office and Excel, QuickBooks Accounting Software, and Paychex payroll processing software

Qualifications

- Minimum of 10 years of experience in a multi-faceted organization, preferably a non-profit, with operations of more than \$2.5 million per year, with experience managing and overseeing all aspects of the financial/accounting management function in a leadership role
- A strategic thinker and effective analyst who understands how operations and finances support the broader mission of the organization
- Depth of experience in managing teams, supporting cross-functional collaboration, developing staff, and setting clear goals
- Inclusive leadership skills, including the ability to foster an inclusive work environment, encourage diverse perspectives, and build diverse teams.
- Experience preparing for and supporting annual audits

- Experience in revenue development strategies, including earned revenue and/or fundraising strategies
- Experience in nonprofit financial management; experience with government contracts a plus
- Experience in identifying and mitigating unconscious bias in workplace processes and decision-making
- The ability to work collaboratively and flexibly in a team environment, managing multiple projects, shifting priorities, and deadlines
- The ability to communicate effectively both verbally and in writing
- The ability to work well with and be responsive to internal and external customers' needs, including the Board of Directors, funding sources, and other provider organizations
- The ability to assimilate current information and technology
- Proven ability to forecast financial models, control expenses, while supporting organizational growth
- Must possess an elevated level of integrity; be self-motivated; dependable and reliable; detailed-oriented
- Commitment to continuous learning and staying updated on DEI issues and strategies
- Undergraduate degree from an accredited college or university in Business Administration, Finance, Accounting or a related field or equivalent experience.
- A master's degree is preferred

Positions Supervised

Office Manager/Bookkeeper

Salary & Benefits

Benefits include 90% of health, dental, vision, and life insurance, and 100% disability insurance, two (2) weeks of paid vacation, paid holidays including the week between December 24th and New Year's Day but may be adjusted to meet your cultural or religious preferences, supportive team atmosphere, some schedule flexibility, and a dog-friendly office.

Starting salary is \$70,000 to \$89,000 commensurate with experience.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people from all backgrounds to apply.

To apply: Please submit (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap
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