

Director of Finance and HR

Position Summary

West Marin Community Services (WMCS) seeks a Director of Finance and Human Resources to be a tactical partner and report to the Executive Director (ED) in Point Reyes, California. The ideal candidate will be a hands-on manager who leads and is involved with our internal team's development to support the following areas: finance, business planning, and budgeting, and human resources.

The Director of Finance and HR will work closely with the Executive Director and play a critical role in partnering with the principal leadership team in strategic decision making and operations as WMCS continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

This position is expected to work 40 hours a week, Monday through Friday and will be compensated with an annual salary of \$59k to \$67k, depending on experience. WMCS offers paid time off and health insurance with yearly compensation evaluations.

About WMCS

For more than 40 years, West Marin Community Services (WMCS) has provided critical support in many forms – supplying food, clothing, household items, childcare, and much more to those in need. Our mission is to support programs and services that ensure the well-being of individuals and families in West Marin. Self-sufficiency, human dignity, and social justice are the values that guide our efforts.

Responsibilities

Financial Management

- Oversee all financial, project/program, and grants accounting. Analyze and present financial reports in an accurate and timely manner; communicate monthly and annual financial statements; collate financial reporting materials for all donor segments.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board of Directors' Finance Committee, and assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes and keep principal leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Update and implement a robust financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.



WEST MARIN COMMUNITY SERVICES

Every one. All ways.

- Update and implement policies and accounting practices; improve the finance department's policy and procedure manual.
- Effectively communicate and present critical financial matters to the Board of Directors.

Human Resources

- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Plan and manage recruitment and selection of staff.
- Plan and conduct new employee orientation.
- Update, develop, and implement human resources policies and procedures.
- Administer HR policies and procedures.
- Administer compensation and benefits.
- Ensure compensation and benefits are in line with company policies and current legislation.
- Support annual salary review.
- Implement and monitor performance management system.
- Handle employee complaints, grievances, and disputes.
- Administer employee discipline processes.
- Conduct exit interviews.
- Review and update employee rules and regulations.
- Maintain the human resource information system and employee database.
- Coordinate employee safety, welfare, and wellness.

Minimum Qualifications

- Minimum of a B.A., ideally with a CPA/HR or related degree.
- At least two years of overall professional experience; ideally 4+ years of broad financial and HR management experience.
- Ability to work well independently and as a member of a team.
- Excellent organizational and management skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal communication skills.
- Experience in reporting and audit coordination.
- Ability to translate financial concepts to effectively communicate with colleagues who do not necessarily have finance backgrounds.
- Experience in tracking records in grants management.
- Computer literacy, including mastery of Microsoft Office Suite and QuickBooks 2020 or newer.