# Providence House, Inc.
## Position Description
## FINANCE DIRECTOR

**Providence House Mission Statement**

**Providence House keeps kids safe and families together,**
**embracing them with support to enhance stability that strengthens communities.**

**Reports to:** President and CEO

**Major Functions**: As a member of the Executive Leadership Team, the Finance Director leads the finance functions and oversees all financial aspects of the organization, including financial planning and analysis, accounting, budgeting, investments, and risk management. The Finance Director ensures the organization maintains financial health, fiscal stability, compliance, and long-term sustainability. The incumbent directs and oversees the department's fiscal functions and daily activities including accounting, contracts, and payroll. The Finance Director also advances the agency's Strategic Plan goals for growth, and supports special projects related to these goals.

**Locations:** Primary: *Providence House East Campus – 11801 Buckeye Road, Cleveland*
Secondary: *Providence House West Campus – 2050 W. 32nd Street, Cleveland*

**Salary Range:** $110,000-$160,000

| **Major Specific Responsibilities:** |
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| **Financial Planning and Analysis** |
| ▪ Develop and implement comprehensive financial strategies that align with and advance the organization's mission, long-term sustainability, and growth objectives |
| ▪ Lead the planning, development, implementation, and evaluation of the organization's financial operations, ensuring strong fiscal management, regulatory compliance, internal controls, and overall financial performance |
| ▪ Lead the Board Finance Committee, partnering closely with the CEO, Board Treasurer, and committee members to provide strategic financial oversight, guidance, and recommendations that support the organization's mission, financial health, and long-term sustainability |
| ▪ Evaluate and advise on the financial and operational implications of long-term strategic decisions, including the introduction of new programs, organizational growth strategies, and changes in regulatory requirements |
| ▪ Lead the financial forecasting, planning, development, and ongoing monitoring of new programs, organizational growth initiatives, and capital projects, including facility expansion projects, to ensure alignment with strategic objectives, financial capacity, and long-term sustainability |
| ▪ Develop, implement, and continuously enhance organizational policies, procedures, and systems that strengthen operational effectiveness, improve efficiency, promote accountability, and support the organization's long-term sustainability |
| ▪ Lead the annual budgeting process: Collaborate with department leaders to develop individual budgets. Consolidate departmental budgets into a comprehensive master operating budget, ensuring alignment with the organization's overall strategic objectives, funding requirements, and grant restrictions. Evaluate and track new revenue sources, program initiatives, and significant variances from prior-year actual performance. Upload and maintain approved budget in Financial Edge |
| **Financial Management** |
| ▪ Oversee the organization's financial accounting systems and functions maintaining strong internal control and safeguards for receipt and reconciliation of revenue, costs and program budgets and actual expenditures |
| ▪ Lead the finance team, including overseeing the day-to-day finance activities as well as coaching, professional development, and performance management |
| ▪ Manage and monitor all organizational banking, investments, loans, and financial accounts for accuracy, conformance to purpose/use of funds, and performance. Recommend vendor or account changes to CEO and Finance Committee |
| ▪ Manage operating cash flow, earned income, restricted income, reserves, and investments to ensure liquidity for operational and capital needs are met |

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| ▪ Prepare and present timely and accurate monthly financial reports to the CEO/President, senior leadership, and Board, providing analysis and recommendations as needed |
| ▪ Monitor actual performance against budget and provide monthly updates and analysis to the CEO/President and Board. Prepare mid-year budget reforecasting to capture adjustments in second half of fiscal year |
| ▪ Prepare and submit monthly/quarterly invoices for government contracts, including invoice preparation, submission, and collection |
| ▪ Lead efforts to secure funding through loans, equity, contracts or other financial instruments as needed for operations, capital projects, or strategic goals |
| ▪ Partner closely with External Relations team to reconcile fundraising revenue and outstanding pledges, and to develop accurate financial reports, budgets, and supporting documentation for grant applications and reporting requirements |
| ▪ Work closely with Human Resources to review and approve payroll, ensuring accurate processing and alignment of personnel expenditures with the approved operating budget |
| **Compliance and Reporting** |
| ▪ Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits and other reporting requirements. Coordinate and manage the financial audit, Title IV E Agreed Upon Procedures Report and 990 filings |
| ▪ Oversee annual audit activities and ensure appropriate year-end audit adjustment journal entries are made. Review draft audited financial statements with CEO and Finance Committee Chair prior to Board review |
| ▪ Manage relationships with external partners, including banks, auditors, and other financial service providers |
| **Risk Management** |
| ▪ Oversee the organization's risk management activities, including annual liability and employee benefits insurance renewals, and ensure insurance coverage is appropriately reviewed and updated to reflect organizational changes, such as property acquisitions, new programs, and expanded operations |
| ▪ Recommend, review, and continuously improve financial and administrative processes and procedures to enhance operational efficiency, strengthen internal controls, and ensure compliance with applicable requirements. Present significant process and policy updates to the CEO and Finance Committee for review and approval |
| ▪ Provide financial guidance and analysis on contracts and agreements the organization is considering, evaluating financial terms, risks, obligations, and potential impacts to support informed decision making |
| ▪ Identify, assess, and mitigate financial risks, including market, credit, liquidity, and operational risks, while developing appropriate strategies and controls to protect the organization's financial stability and sustainability |
| **General Duties** |
| ▪ Effectively manage relationships with external partners including banks, auditors, and other financial service providers |
| ▪ Undertake other projects as requested by the President/CEO or Treasurer |
| ▪ Support and lead assigned initiatives within the Providence House Strategic Plan, ensuring progress toward established goals and objectives |
| ▪ Partner with External Relations to support fundraising initiatives, donor engagement, and events that advance philanthropic support for the organization |
| ▪ Participate in and support planning and execution of Providence House special events, including the Annual Luncheon, Deck the House, speaking engagements, and other fundraising and community events |
| ▪ Demonstrate cultural competence and a commitment to diversity, equity, and inclusion in interactions with clients, staff, community partners, donors, and other stakeholders |

**Required Qualifications**

- Bachelor's degree required, preferably in Accounting, Finance, Business Administration, or a related field. CPA a plus.
- Minimum of 10 years of progressive experience in financial leadership, with demonstrated responsibility for financial management, planning, and organizational strategy.
- Experience managing restricted funding, government grants and contracts, and other funding sources with complex compliance, reporting, and allowable-cost requirements.
- Experience presenting financial information, analysis, and recommendations to a Board of Directors, Finance Committee, and other governance bodies.
- Strong written and verbal communication skills, with the ability to communicate complex financial information clearly and effectively to a variety of audiences.
- Demonstrated ability to collaborate effectively across all levels of an organization, from frontline staff and program leaders to executive leadership, Board members, donors, and funders.
- Availability to work occasional evenings and weekends in support of organizational needs and events.

- Successful completion of required background, credit, physical, and drug screenings.

**Preferred Qualifications**

- Nonprofit financial management and fund accounting experience strongly preferred.
- Experience with nonprofit fund accounting, restricted net assets, grant accounting, and compliance with applicable grant and funding requirements.
- Experience in a human-services, social-services, healthcare, childcare, or similarly mission-driven nonprofit environment preferred.
- Experience with Financial Edge preferred.
- Advanced proficiency in Microsoft Office Suite, database applications, and accounting/financial management software.

**Skills & Competencies**

- Strong expertise in financial planning and analysis (FP&A), budgeting, forecasting, audit, investments, and financial reporting.
- Ability to assess the fiscal impact of strategic initiatives and organizational decisions and translate financial information into actionable recommendations.
- Strong understanding of internal controls, financial risk management, compliance, and organizational policies and procedures.
- Demonstrated ability to lead, develop, and mentor finance and administrative staff, fostering accountability, collaboration, professional growth, and continuous improvement.
- Demonstrates strategic financial acumen and sound judgment in evaluating opportunities, anticipating financial risks and challenges, and developing recommendations that support the organization's long-term financial sustainability.
- Demonstrates the highest standards of integrity, accountability, confidentiality, and ethical conduct.
- Communicates proactively, responsively, and transparently with internal and external stakeholders.
- Demonstrates flexibility and adaptability in adjusting priorities and approaches in response to evolving organizational needs and circumstances.
- Demonstrates a positive, team-oriented approach and builds effective working relationships across the organization.
- Effectively manages multiple priorities, projects, and deadlines while maintaining accuracy and attention to detail.

**Position Type/Expected Hours of Work**

This is a full-time, exempt position. Typical hours of work and days are Monday through Friday, 9:00 a.m. to 5:00 p.m. Evening and weekend work may be required.

**Work Environment & Physical Requirements**

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, telephones, fax machines, printers/copiers/scanners, and surveillance cameras. The role primarily involves sedentary work, requiring extended periods of sitting, with occasional walking and standing. Visual acuity is necessary for close-up work on computer screens.

**Physical Requirements:** Candidate must be able to lift up to 40 pounds without restriction, bend at the waist, grasp, handle, and lift weight overhead, and have mobility in sitting, kneeling, and climbing stairs, which may be required in daily course of work activities.

**EEO Statement**

Providence House is committed to promoting a diverse environment and is proud to provide equal employment opportunities to all individuals regardless of their race, color, religion, creed, gender, age, sexual orientation, national origin, disability, marital status, veteran status, genetic information or any other characteristic protected by federal, state, or local law. In addition, reasonable accommodations for qualified individuals with disabilities may be made to perform the essential functions of the job.

**Signatures**

This job description has been approved by all levels of management:

| Manager | | | |
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| **Signature** | | **Date** | |
| **Printed Name** | | **Title** | |

| Human Resources | | | |
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| **Signature** | | **Date** | |

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|---|---|---|---|
| **Printed Name** | | **Title** | |

| **Employee** | | | |
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| *Employee's signature below acknowledges their understanding of the responsibilities, essential functions, and duties associated with this position.* | | | |
| **Signature** | | **Date** | |
| **Printed Name** | | | |