



Director of Finance and Administration Job Announcement July 13, 2020

OVERVIEW

Hearing, Speech & Deaf Center (HSDC) seeks a Director of Finance and Administration (DFA) to lead its financial and administrative operations. The DFA is a key member of the HSDC Leadership Team, engaged in defining the overall financial strategy and direction, working closely with the Executive Director, staff Leadership Team, Board of Directors, and Finance Committee. The DFA will oversee financial and administrative activity for HSDC, ensuring transparent functioning of all administrative and financial processes, including accounting and budgets, human resources, IT, and other internal processes. This position reports to the Executive Director, oversees a team of three, and directly supervises two staff.

ABOUT THE HEARING, SPEECH & DEAF CENTER

The mission of Hearing, Speech & Deaf Center (HSDC) is to foster inclusive and accessible communities through communication, advocacy, and education. We envision an inclusive, accessible world where everyone is understood and respected. We offer a comprehensive array of programs that foster effective communication for individuals and families affected by hearing or speech differences. Our services include: audiology and hearing aids; speech and language therapy; assistance and information for the Deaf and Hard of Hearing; early childhood education; and interpreting for the Deaf and Hard of Hearing.

This position will be located in HSDC's Seattle office. Staff are primarily working from home during the Governor's Stay Home, Stay Safe Initiative; work may continue to take place partly or primarily from home depending on shifting public health guidance.

PRIMARY RESPONSIBILITIES

Finance

- Oversee accounting, internal and external reporting, preparation and management of annual budgets, operations financial analysis, and internal controls – the essential financial support activities necessary for the organization to run effectively.
- Lead the accurate and timely preparation, analysis, and communication of effective internal and external financial reporting, including reporting financial results to the Board of Directors and Finance Committee.
- Oversee and lead annual budgeting and planning process (\$3.4 mil); administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.

- Supervise, motivate, inspire and mentor the finance and administrative team to excel in their responsibilities.
- Manage cash flow and financial forecasting to ensure organizational financial stability.
- Working closely with the Development Director, provide timely reports to public and private grantors to comply with all contractual obligations associated with grants.
- Ensure that all policies, practices and controls are consistent with GAAP and related legal and regulatory requirements.
- Oversee annual audit and the IRS Form 990 in conjunction with independent accounting firm, CEO and the Board; Prepare and state tax filings; review and submit payroll tax reports; manage other compliance and government filings as required.
- Manage financial risk by analyzing liabilities, identifying opportunities, and anticipating/responding to threats encountered by HSDC.

Administration

- Oversee development and implementation of effective information technology and data systems to support all finance, human resources, fundraising, and operations functions. Oversee payroll reporting and entry, resulting in timely and accurate processing.
- Manage HSDC's recruitment and hiring policies and practices and work with senior staff to attract top talent.
- Implement employee benefits programs and inform employees of benefits; study and assess benefit needs and trends; recommend benefit programs to management; coordinate the processing of benefit claims; obtain and evaluate benefit contract bids; recommend and award benefit contracts; and deliver educational programs on benefit programs.
- Monitor and manage internal HR systems, processes, and databases.
- Develop on-boarding experience for new employees, explaining human resources policies, procedures, laws, and standards.
- Lead annual insurance renewal process, oversee government reporting and organizational legal compliance.
- Coordinate with Executive Director to ensure efficient and consistent operations with HSDC physical facilities.

KNOWLEDGE AND SKILLS

- You are passionate about HSDC's mission to foster inclusive and accessible communities through communication, advocacy, and education.
- Equity & Inclusion: You approach finance and operations through an equity lens, paying careful attention to how systems and policies impact staff and stakeholders across identities and prioritizing an equitable allocation of resources.
- Financial Skills: You possess an aptitude for numbers. You understand (and can perform) business accounting and have experience carrying out organization-level financial analyses and using financial indicators to inform key decisions. You love spreadsheets and

creating financial analyses and forecasts. You have versatility in accounting software, and experience with QuickBooks preferred.

- Detail-oriented Approach: You are organized and value structure. You appreciate when systems work efficiently and you revel in simple solutions to complex problems.
- Leadership: You love supervising people and developing strong teams; you value relationships and accountability, empowering your team to grow and evolve. You are willing to roll up your sleeves when necessary and work collaboratively with your team to achieve collective goals.
- You possess excellent in person and written communication skills, strong interpersonal skills, a flexible communication style, and enjoy creative problem-solving and supporting your team. You have experience managing human resources functions.
- Entrepreneurial Mindset: You're motivated, resourceful and comfortable with making timely, thoughtful decisions.
- American Sign Language (ASL) skills or willingness to learn.

EDUCATION AND WORK EXPERIENCE

- Bachelor's Degree in Business Administration, Accounting, or a related field.
- Minimum of six years of accounting and financial management experience demonstrating increasing professional responsibility and growth, including supervisory experience.
- Financial management experience in a nonprofit organization and thorough knowledge of nonprofit accounting principles and standards, in particular revenue recognition, management of restricted funds, audit, and Form 990 filing.

SALARY AND BENEFITS

\$77,000 - \$90,000 annually

Generous benefits package including health insurance, life insurance, short and long term disability, flexible spending accounts, 403(b) retirement plan, vacation (starting at 12 days/yr), sick leave (starting at 15 days per year), 7 holidays, and a personal day each year.

HOW TO APPLY

To apply, email a current resume highlighting relevant experience and skills; a cover letter describing why you are applying, how your previous experience qualifies you for this role, and where you found out about this position to lharp@hxdc.org. Priority given to candidates who apply by 5 pm on July 29, 2020.

EQUAL OPPORTUNITY EMPLOYMENT

HSDC is committed to a policy of equal employment opportunity; treats all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran or marital status, sensory, physical or mental disability and all other groups protected by law; and promotes diversity in its workforce.