



JOB DESCRIPTION

Director of Financial Operations & Reporting

FLSA Status: Exempt

Reports To: CFO

Introduction

The Alliance of Community Assistance Ministries, Inc. (ACAM) is a nonprofit management support organization fostering innovative collaboration through a diverse network of 71 nonprofit and community organizations to advance community-wide solutions through collaboration to strengthen the social safety net in Harris, Fort Bend, Waller, Brazoria, Galveston, and Montgomery Counties. ACAM's 16 Core Members are public charities that share "assisting those in crisis" as a central part of their missions and are uniquely positioned to identify, engage, and provide critical services to at-risk families. They collectively serve over 350,000 individuals annually with more than 10.6 million units of 175 unique services and have established reputations as leaders in providing exemplary and compassionate services. ACAM is an intermediary nonprofit with an annual budget of approximately \$5M.

Position Summary

The Director of Financial Operations & Reporting works with external contracted accounting firms to prepare accurate financial statements, develop internal audits/reviews, and entertain external auditors and monitors from government agencies. This position ensures vendor and sub-grantee compliance with government grant requirements and other restricted funds; provides technical assistance and continuous quality assurance to grant funded partners for fiscal and programmatic compliance matters; performs fiscal management, reporting, and other operational duties. This position manages financial reporting, budgeting forecasting and compliance, accounts payable, and accounts receivable. This position supervises one in-office bookkeeper and manages contracts with multiple accounting firms that provide support for ACAM's government-funded programs and general operating transactions. This position manages the contract with a Professional Employment Organization (PEO) to ensure payroll, benefits, paid time off (PTO), and onboarding documentation are complete and timely. This is a fully in-office position.

Essential Job Functions

Compliance and Reporting

- Prepare and/or review information and reports for internal and external stakeholders.
- Develop and update policies/procedures/systems as needed in accordance with government regulations and organizational needs and objectives.
- Assist in preparations for external monitoring visits, reviews, and audits, and cross-site evaluations and participate as appropriate.
- Conduct routine compliance reviews of grant programs, provide technical assistance to partnering organizations.
- Assist in writing grant/contract proposals, interim reports, annual reports, and impact reports.
- Create reporting strategies and templates for various projects as well as manage the compilation of data.

Finance and Grant Accounting

- Weekly, monthly, and quarterly accounts payable and receivable duties, including but not limited to:
 - Processing invoices, checking accounts for electronic funds transfers, getting checks signed, and making bank deposits, and
 - Preparing the monthly deposit log to assist the contracted CPA firm with monthly reconciliation.
- Enter and review timesheets in payroll processing program (twice monthly) through the PEO, analyze payroll data to create quarterly employee allocations for payroll, SEP IRA payments, ensure the accuracy

of allocations for general operating bills, and review and process staff reimbursements.

- Track revenue and expenses for special events, track insurance policies, and maintain insurance log.
- Coordinate ACAM's contract accountants to pay bills, prepare deposits, manage accounts, download bank statements, and generate reports in QuickBooks.
- Serve as point of contact for insurance, 1099s, external audit and Single Audit, Form 990 and other finance/banking activities.
- Prepare monthly, quarterly, and annual financial statements and dashboards for CEO and Board of Directors.
- Assist in preparation of annual ACAM budget and project/proposal budgets.
- Track ACAM's Emergency Solutions Grant (ESG), Emergency Food and Shelter Grants (EFSP) and other partner/vendor grant expenditures and submit reports for reimbursement. Serve as point person for the local, state and federal government contract managers. Coordinate with contracted CPA firms to ensure accurate recording of all expenses.
- Review financial statements in collaboration with contracted accounting firms, format and create dashboards.

Procurement

- Ensure that ACAM procurement policies conform to applicable local, state and federal law and that purchases adhere to these policies.
- Interface with stakeholders/user departments to provide guidance and recommendations regarding procurement actions.
- Conduct research, evaluate, and present options for selection of contractors/subrecipients. Issue RFPs for goods and services as needed. Manage contracts and conduct annual reviews of ACAM contractors.

Monitoring Vendors, Subawards, & Partner Agreements

- Ensure vendor and subrecipient monitoring procedures are compliant with federal and other applicable regulations and are consistent with sound business practices.
- Monitor vendor and grantee compliance with federal regulations and the requirements of applicable contracts and/or agreements through site visits, audits, and other mechanisms applicable to monitoring. Recommend actions necessary to resolve issues/concerns.
- Provide guidance interpreting and executing applicable regulations and contract or grant award terms and conditions.
- Annually issue and collect ACAM partner membership agreements and fees.

Operational Management

- Coordinate Human Resource management activities with Professional Employment Organization (PEO), Nextep, including onboarding new hires, inputting timesheets, issuing quarterly SEP IRA payments and implementing personnel policies.
- Assist with the advertising of new or vacant positions, scheduling interviews, requesting background checks, preparing offer letters, onboarding new employees, and exiting employees.
- Track inventory of keys and equipment and oversee contents of storage unit.
- Participate in community meetings (virtual or in-person), in order to represent ACAM and gather useful information for our role as a nonprofit that serves other nonprofits.
- Supervise accounting staff.
- Serve as point person for leased facility, IT and FFE.
- Other duties as assigned.

Education/Training

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- Bachelor's degree in business administration, accounting, or finance required from an accredited college or university required.

Experience

- Minimum 4-5 years' experience in nonprofit government grants administration, accounting, procurement, management, subrecipient monitoring and compliance required, for example FEMA and HUD funded programs like EFSP or ESG.

Special Requirements

- Mandatory proficiency in nonprofit QuickBooks and Microsoft Excel.
- Working knowledge of nonprofit business operations and federal/state grant and contract funding mechanisms.
- Broad base of relevant technical knowledge and skills related to accounting and financial management and procurement systems, fund accounting experience desirable.
- Good research, data management, and statistical analysis skills.
- Detail oriented with excellent verbal, written, and interpersonal skills.
- Candidates must successfully pass a pre-employment criminal background check.

Compensation

- \$75,000 to \$84,0000 annually based upon experience.
- Medical, dental, and vision plans; SEP-IRA retirement plan after six months. Paid holidays and PTO.

Equal Opportunity Employer

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Application Process

To apply, email the two documents listed below to ACAM Training & Development Coordinator, Zoe Cagan Parker zcagan@acamweb.org.

1. Résumé
2. Cover letter stating how your skills are a match for the position requirements and duties.

Candidates must successfully pass a pre-employment criminal background check.