



# Director of Finance

## Employee Job Description

**Position Title:** Director of Finance

**Reports to:** The Executive Director

**Location:** 601 Maple Community Center

**Address:** 601 E. Valencia Dr. Fullerton

**Hourly Expectations:** Part time position at 25 hours per week

### THE VISION & MISSION:

Solidarity is a faith-based non-profit organization based in Fullerton, California that envisions a world where dignity and love tears down inequality, exclusion, and unjust systems that inhibit the opportunity for all to flourish.

We believe within over-looked and under-resourced neighborhoods, there exists an abundance of leaders, thinkers, and mobilizers who have the capacity to usher in this reality by transforming their own communities and beyond.

Solidarity pursues this new reality by equipping Latino immigrant families in under-resourced neighborhoods for community transformation.

### THE COMPANY:

Solidarity is a non-profit organization that has existed for 22 years in the Maple and Garnet neighborhoods.

### THE POSITION:

We're looking for a part time, 25hr per week Finance Director to work with the Executive Team and report directly to the Executive Director. The position pays \$22.00 an hour.

### ROLE RESPONSIBILITIES & DUTIES:

#### Responsibilities:

- Oversee organization's financial strategic planning and financial processes
- Supervise all audit and internal control processes
- Guarantee compliance with financial laws and guidelines.
- Coordinate with external financial entities on behalf of the company.
- Perform regular financial analysis to monitor trends, maintain organization sustainability, and reduce financial risk.
- Prepare detailed monthly reports on the company's financial performance for Board & initiative Directors.



# SOLIDARITY

## Expected Duties:

- Annual: Internal audit
- Annual: File 990 Tax Form
- Annual: Create fiscal year budget
- Monthly: Provide financial reports (projections & analysis)
- Monthly: Update program budgets vs actuals to Initiative Directors
- Monthly: Manage spending process and keep staff aligned to procedures
- Weekly: Every other week add CAL SAVERS contributions
- Weekly: Record donations
- Weekly: Manage and oversee bookkeeper
- Weekly: Attend staff meeting and executive team meeting informed & ready to report the organization's current financial position.

## **PROFESSIONAL QUALIFICATIONS:**

- Bachelor's degree in accounting, finance, or relevant field.
- A minimum of 2 years' experience in financial management.
- In-depth knowledge of accounting software, corporate principals, and financial analysis.
- Excellent communication and interpersonal skills.
- Outstanding leadership skills.
- An analytical mind with good organizational skills.