

# HAVEN

## **Finance Director**

HAVEN Violence Prevention and Support Services is the largest provider of support services for Domestic and Sexual Violence survivors in New Hampshire, with 3 office locations in Rockingham and Strafford Counties and a confidential emergency shelter. HAVEN is seeking a full-time Finance Director to work in close collaboration with the Board Finance Committee, Senior Management team, auditors, vendors, and key HAVEN staff.

As Finance Director, you'll have the opportunity to participate with senior management and the Board of Directors in managing and guiding the varied and complex Federal, State and private grants that impact the agency's work. This position reports to the Executive Director and is based in Portsmouth, New Hampshire.

Please send cover letter and resume to Kathy Beebe at [kbeebe@havennh.org](mailto:kbeebe@havennh.org)

### **POSITION DESCRIPTION**

Reporting to the Executive Director, the Finance Director has primary responsibility for all aspects of the financial management of HAVEN's \$2.2M budget, including fiscal and grants management, business planning, budgeting, forecasting and reporting.

### **RESPONSIBILITIES:**

#### **FINANCIAL MANAGEMENT**

- Prepare annual agency, grant and program budgets
- Prepare monthly, quarterly & yearly financial reports
- Reconcile and review all accounts, maintaining appropriate work papers
- Review bi-weekly payroll to ensure proper distribution of expenses to all grants
- Review monthly results and variance reporting with leadership team, Finance Committee and Board
- Ensure timely filing of all legally required state and federal financial reports
- Assume the role of internal lead for the fiscal year end single audit, including preparation of year end unaudited financial statements, related work papers and schedules, serve as point person with the external auditors and liaison to Board and Finance committees
- Provide all required documentation and backup for the biennial audit of HAVEN by the New Hampshire Coalition Against Domestic and Sexual Violence and the US Department of Justice
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Maintain QuickBooks accounting system
- Supervise contracted bookkeeper
- Review grant budgets with Office Manager and ensure that all invoices and income streams are properly recorded per agency and grant budgets
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Maintain fiscal policies, procedures and internal controls and ensure their implementation in daily operations
- Provide financial training to new board members annually

#### **GRANTS MANAGEMENT**

- Manage the agency's complex stream of state and federal contracts and subcontracts, including:
  - Creation of budgets and budget narratives,

- Preparation of all monthly and quarterly grant analysis to ensure that all expenses are in line with grant requirements and budgets
- Preparation and delivery of all monthly and quarterly payment and expenditure requests
- Compilation of monthly, quarterly and yearly statistical and financial reports in order to comply with contract requirements
- Track timely requests and verify eligibility for payment of all subcontractors
- Coordinate municipal and county funding requests
- Oversee town funding request process and create new funding opportunities
- Assist with private grant proposal preparation, particularly budgets and budget narratives.
- Coordinate data collection processes and statistical reporting functions
- Attend all training and meetings required by grant contracts

## **QUALIFICATIONS**

### EDUCATION:

- Bachelor's Degree in Accounting, Finance or a related field is required.
- Graduate degree in Accounting, Finance or a related field and/or CPA credentials a plus.

### SKILLS/EXPERIENCE

- Non-profit financial management preferred.
- Experience with federal, state and private grants management, including budgeting, monitoring, analysis and reporting.
- Experience preparing for and working with external auditors required; experience with single audits a plus.
- Ability to develop and monitor operational, programmatic and strategic budgets and prepare financial reports and projections for diverse audiences.
- Highly competent working in QuickBooks and proficient in Microsoft Suite applications, especially Excel, Access, Word and Outlook.
- Previous experience working with a Finance Committee of a nonprofit Board of Directors preferred

### TRAITS:

- Highly organized and impeccable attention to detail.
- Ability to multi-task in a fast-paced environment and manage multiple deadlines.
- Strong verbal and written communication.
- Ability to work independently and as part of a team, and be self-motivated.
- Commitment to the mission of HAVEN to end violence and change lives.

## **STATUS OF POSITION**

EXEMPT SALARY- BASED ON 40 HOURS PER WEEK –Benefits Eligible

LEVEL: Director

REPORTS TO: Executive Director

## **COVID-19 CONSIDERATIONS**

As the COVID-19 pandemic continues to impact the world, it is our responsibility to help keep our staff, clients, and communities safe. At HAVEN, we have implemented processes and precautions to help prevent the spread of COVID-19. All staff are following a screening protocol prior to entering any facility before starting work. All staff are required to wear face masks when in common areas of our facilities or when in close proximity to any other individual. To promote social distancing, much of our staff is working remotely, but staff may work staggered shifts and/or work in the office on alternating days. HAVEN provides personal protective equipment (PPE) to staff appropriate for their type of service delivery. HAVEN takes great care to ensure that our offices are professionally cleaned weekly, and that PPE is available to clean frequently touched surfaces throughout the day.

## **ABOUT HAVEN**

HAVEN, formerly known as A Safe Place and SASS officially merged in July of 2015, making it the largest violence prevention and support services agency in NH.

HAVEN is dedicated to addressing public health through violence prevention and providing services to improve the well-being of children and families. Preventing abuse and providing support for those impacted by domestic and sexual violence leads to healthier, more secure children and adults. Our vision is to prevent sexual assault, domestic violence, human trafficking and stalking and to support and empower women, men, youth and families to heal from abuse and rebuild their lives. To eliminate domestic and sexual violence through education, support and social change.

## **ABOUT WORKING AT HAVEN**

This is a full-time position. HAVEN offers a benefits package with medical and dental insurance, employee assistance program, 403(b) and generous paid leave — plus 10 holidays per year.

You'll be joining a team of focused, hard-working people who are passionate about the role they play in serving the needs of the DV/SA survivors in our community. HAVEN is an equal opportunity employer and is committed to building a safe, inclusive working environment for people of all backgrounds.

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