



**Position Title:** Director of Finance and Operations

**Supervisor:** Executive Director

**Status:** Flexible (75% to Full Time) Exempt

**Compensation:** \$105,678-\$126,834 (based on full-time equivalent)

### **Introduction**

Bienestar is a community-based affordable housing developer whose mission is to build housing, hope and community for the well-being of Latinxs, immigrants and all families in need. The organization has grown in size and complexity in recent years, launching new service areas and developing new affordable housing properties. In the face of the housing crisis facing our community, Bienestar has embraced innovation, deepened its roots in our community and staked out ambitious goals. Bienestar is on the move, making a difference every day, working hard, and having fun while we do it – come join us!

### **Job Summary**

Bienestar's Director of Finance and Operations is a mission-oriented accounting professional with a background in nonprofit finance and operations and a desire to serve the community. The Director of Finance and Operations is a senior leadership role responsible for overseeing the organization's financial management, operational infrastructure, and internal systems.

The Director of Finance and Operations manages Bienestar's cash and investment accounts, maintains robust and effective internal controls, engages in long range strategic financial planning to grow Bienestar's assets, and empowers Bienestar staff and Program Managers/Directors to better understand, allocate, and leverage program funding. The Director of Finance ensures that Bienestar's Fiscal Policies and Procedures Manual is followed and is updated periodically, with the assistance of the Board Treasurer, Senior Management Staff, and the Board of Directors. The Director of Finance and Operations also prepares Bienestar's annual operating budget and prepares regular monthly financials and other reports to the Board of Directors to allow oversight of Bienestar's financial operations, spending and fund development. The Director of Finance and Operations also oversees and supports other areas, including Human Resources, IT and Facilities Management. The position can be hybrid (remote and in-office) work environment, with an expectation of about 2-3 days per week in the office.

### **Job Duties**

For Bienestar, as well as affiliated development and management entities:

- Maintain an internal control structure
  - Update and maintain fiscal policies and procedures
  - Serve the review and control function for fiscal policies
- Cash management
  - Maintain cash account balances
  - Monitoring investments
- Conduct long-range financial planning and strategic financial management
- Prepare and update indirect cost allocation and cost recovery
- Manager Revenue Contract and Grant compliance



- Support Program Managers in contract compliance and understanding of reporting requirements
- Maintain project cost accounting records and detail of restricted funds
- Maintain general ledger and financial reporting, including conducting account analysis and reconciliations to ensure accuracy of financial records
- Close the accounting cycle and do bank reconciliations
- Oversee multi-entity accounting, including development projects and some subsidiary entities
- Prepare the annual budget and any budget updates necessary for Board Approval
- Manage the annual audits
- Manage debt and debt covenants.
- Support the Housing team in certain financial aspects of affordable housing development and property management

#### **Human Resources**

- Oversee HR functions including payroll, benefits, compliance, and personnel policies
- Ensure compliance with employment laws and best practices
- Collaborate with dedicated internal HR staff and/or external consultants to strengthen HR capacity and formalize HR processes, including the drafting of new policies and procedures
- Lead and support efforts to develop and maintain a standardized onboarding, orientation and performance management process

#### **Information Technology**

- Oversee IT systems and vendors to ensure secure, reliable, and efficient technology
- Support staff technology needs and system improvements
- Ensure data security and operational continuity

#### **Leadership & Strategy**

- Serve as a trusted thought partner to the Executive Director and leadership team
- Support strategic planning and organizational growth initiatives
- Communicate financial and operational information clearly to non-financial stakeholders
- Promote a culture of accountability, collaboration, and mission alignment
- Champion a culture of process improvement, transparency, and collaboration across all departments.

#### **Supervisory Requirements**

- Supervise bookkeeping and finance staff
- Supervise and support operations, including HR, IT and facilities
- Support staff growth and professional development
- Empower staff to do their best work

#### **Other Duties**

- Participate in Leadership Team Meetings and guide major decisions of the organization



- Other duties as assigned by the Executive Director and Board of Directors

#### **Experience**

- Bachelor's Degree required, preference given to candidates with degrees in accounting or business administration
- Experience working in nonprofit or government finance preferred
- Experience or knowledge of real estate development finance a plus
- Experience managing Human Resources, Information Technology, Risk Management, Real Estate Development Finance, or similar areas also a plus
- Minimum 5 years' experience in finance

#### **Qualifications**

- CPA or comparable certification preferred, but not required
- Knowledge of U.S. Generally Accepted Accounting Principles, OMB, federal, state, local laws, standards and regulations, especially as they relate to non-profit accounting
- Familiarity with Low Income Housing Tax Credits is a plus
- Ability to communicate effectively and present financial documents and strategies to constituents without a financial background
- Experience with Sage Intacct accounting software is a plus but not required. Candidates without experience in Sage Intacct will be required to train and become proficient in this software.
- Spanish/English bilingual candidates is a plus, but not required

**TO APPLY:** Please send a resume and cover letter explaining in detail your interest in the position and why you believe you are qualified.

In addition, please complete an Employment Application form found here:

<https://bit.ly/bienestar-employment-application>

Your resume, cover letter, and the Employment Application are to be sent to Nathan Teske, [nteske@bienestar-or.org](mailto:nteske@bienestar-or.org)