

Job Description: OJPC Director of Finance & Administration



THE OHIO JUSTICE & POLICY CENTER

215 E. 9th St., Ste. 601, Cincinnati, 45202
(513) 421-1108

www.ohiojpc.org

341 S. 3rd St., Ste. 11, Columbus, 43215
(614) 362-1644

Office: Cincinnati

Classification: Exempt; full-time 40 hours a week; Occasional evening and weekend work may be required as job duties demand.

Salary Range: \$71,000K-\$76,000

Reports to: Chief Executive Officer

Supervises: Legal Admin Assistant

JOB SUMMARY:

The Director of Finance and Administration will be a strategic thought partner and will report to the Chief Executive Officer (CEO). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as OJPC continues to enhance its quality programming and build capacity.

Responsibilities:

Financial Duties:

- Perform effective, ongoing liaison with OJPC accountant, Board Treasurer / Finance Committee and/or external pay agent regarding (at minimum): monthly financial statement (balance sheet, profit and loss, cash flow); payroll (to include employees' pay levels and deductions); annual audit; clearing credit card account; assuring proper expense authorization and payment; and researching receivables and payables.
- Oversee vendor management for the financial function, to include accounting firm, consulting, and payroll management. Review and approve journal entries in QuickBooks weekly.
- Partner closely with the Managing Attorney & Chief Project Director and the Development Director regarding projected and achieved revenues, grants, and cash position.
- Perform effective, ongoing liaison with program directors such as the Managing Attorney & Chief Project Director and supervisors to assure full understanding and prioritization of program expenses within the expense portion of the budget.
- Oversight of the external auditor to assure unqualified annual audit, annual Form 990 (Federal tax report) and State Charitable Registration Annual Report.

- Research and develop detailed annual budget. Present budget to CEO, Board's Finance Committee and to Board each December for the upcoming calendar year.
- Conduct monthly analysis of budget execution; advise OJPC leadership of current variance and potential for liquidity shortfalls or other significant, long-term variance; recommend budget updates at quarter and mid-year as needed.
- Develop financial information for Finance Committee, schedule committee meetings (independent of Board meetings), maintain meeting minutes.
- Signature authority for all banking accounts, to include checking account and credit card account.

Administration & Operations Duties:

- Oversees, directs, and manages all day-to-day business operations and internal administrative staff of the organization including third party vendors for Finance, Accounting, HR and Information Technology
- Service contracts: Research current and potential contracts to assure most effective level of service at most efficient cost (to include lease, professional liability insurance, office machinery or services such as copier, postage, and shredding, etc.); maintain well organized service contract records. Review contractor requirements for insurance with property insurance, and ensure minimum requirements are included in OJPC property insurance.
- Develop limited, key functions that require periodic controls.
- Develop key metrics for strategic planning.
- Develops, implements, and manages operational policies and procedures.
- Recommends process improvements as needed.
- Board Liaison duties, to include coordination with Administrative Assistant to ensure Board Meetings are scheduled, meeting minutes are maintained, meeting notes are disseminated in a timely manner, board members receive all communications and responses to questions, and action items are completed.

Human Resources Duties:

- Oversight of recruitment, onboarding, and retention procedures for both paid and volunteer staff. Working in conjunction with the Managing Attorney & Chief Project Director, lead efforts to expand diversity of staff, interns and volunteers and explore options for interns and volunteers in fields other than law, such as IT, fundraising, marketing / communications, HR, accounting, etc.
- Ensure current and former employee personnel files are accessible and available for compliance.
- Clarify / confirm functional responsibilities.
 - Identify functional gaps, if any, and flag these to OJPC leadership.
- Ensure OJPC is in compliance with federal, state, and local employer requirements.
- Design Diversity, Equity, Inclusion and Belonging objectives for the organization.
- Develop and/or update Human Resource policies and procedures as needed.
- Develop and/or update the performance evaluation process. Notify supervisors when evaluation deadlines are coming up.

- Administer employee health and welfare plans and acts as liaison between employees, insurance providers and HR and/or accounting firm.
- With CEO and Managing Attorney & Chief Project Director, oversee total rewards package for employees, ensuring pay comparability.

SUPERVISOR RESPONSIBILITY:

This position will supervise employees which will include interviewing, hiring, onboarding, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in a major such as Business Administration, Economics, Math or similar (Concentration in Human resources or Accounting)
2. Experience with Microsoft Office and Google Suite. Spreadsheet proficiency should be at an intermediate or advanced level.
3. Minimum of **seven** years in a leadership role, managing at least two of the major functions for the position: financial analysis, human resources, internal controls and/or general office administration
4. Must submit to background checks.

PREFERRED EDUCATION & EXPERIENCE:

1. MBA or CPA preferred.
2. Experience with QuickBooks or other accounting software.
3. Minimum of three years leading or supervising employees
4. Experience working on matters of corporate governance and with a board of directors.
5. Vendor management experience

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Ability to analyze financial data according to Generally Accepted Accounting Principles (GAAP), sort through data and present the most important information in an understandable manner to leadership who are not finance-oriented.
2. The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously.
3. Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
4. A track record in grants management
5. Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
6. Commitment to training programs that maximize individual and organization goals across the organization including DEIB and best practices in human resources activities.

7. A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
8. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
9. A multi-tasker with the ability to wear many hats in a fast-paced environment.
10. Personal qualities of integrity, credibility, and dedication to the mission of OJPC

HOW TO APPLY

Please send a resumé and cover letter to OJPC's Deputy Director, LaToya Bell; bellohiojpc.org. Be sure to include ***Director of Finance and Administration position*** in the subject line.

WORK ENVIRONMENT:

This job operates in a professional office with a hybrid work environment. Staff are typically onsite a minimum of three days a week. Normal working hours are 9:00 a.m. to 5:00 p.m. daily. This role routinely used standard office equipment such as computers, phones, multi-functional printers, postage meters and scanners.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee will need to safely lift files, such as boxes of copier paper, weighing up to 30 pounds.

TRAVEL:

Minimal travel is expected for this position.

BENEFITS:

OJPC provides 13 paid holidays plus a winter break. PTO, health, vision, and dental insurance; life insurance; and an Individual Retirement Account (IRA) with corporate matching.

AFFIRMATIVE ACTION PLAN:

Employment decisions at OJPC will be based on merit, qualifications, and abilities. OJPC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. We will provide reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.