



FIRST STEP WESTERN WAYNE COUNTY PROJECT ON DOMESTIC AND SEXUAL VIOLENCE

Since 1978, First Step has proudly served Wayne County, Michigan with the mission to end domestic violence and sexual assault while providing free, life-saving services to survivors and their families.

JOB TITLE: Director of Finance

GENERAL STATEMENT OF FUNCTION:

Under the supervision of the Executive Director, the Director of Finance provides strategic and operational leadership for all financial functions of the agency and oversees the organization's accounting infrastructure, financial reporting, and compliance with nonprofit and government funding requirements.

This position is responsible for ensuring the financial integrity, sustainability, and regulatory compliance of the organization, with particular attention to federal and state grant funding, nonprofit fund accounting, and complex funding streams with restricted funding requirements.

The Director of Finance oversees all accounting operations, financial reporting, budgeting, grant financial management, and internal financial controls. This role ensures accurate financial records, strong fiscal oversight, and compliance with Generally Accepted Accounting Principles (GAAP), nonprofit accounting standards, and government grant financial management requirements.

The Director of Finance serves as the agency's primary internal financial leader, responsible for maintaining effective financial systems that support the organization's mission and long-term sustainability.

The Director of Finance works closely with the Executive Director, Director of Grants and Compliance, Director of Human Relations, and the organization's contracted CPA and auditors, if applicable, to ensure accurate financial management, regulatory compliance, and sound fiscal practices. The Director also provides financial analysis and reporting to support leadership decision-making and Board oversight.

LOCATION: Plymouth Office, and other First Step sites as needed.

REPORTING: Reports to the Executive Director

TYPICAL DUTIES:

Financial Leadership & Oversight:

- Provide leadership and oversight for all financial management functions of the organization, including accounting operations, financial reporting, budgeting, and financial compliance.
- Maintain the integrity and accuracy of the agency's financial records and accounting systems.
- Develop, implement, and maintain effective internal financial control systems to safeguard organizational assets and ensure appropriate separation of duties.
- Monitor the organization's overall financial health and provide ongoing financial analysis and recommendations to the Executive Director.
- Serve as the agency's internal resource on nonprofit financial management, grant compliance, and financial best practices.
- Supervise, mentor, and support the Financial Administrator, providing guidance on accounting procedures, financial processes, and professional development.
- Provide oversight and review of work completed by the Financial Administrator, ensuring accuracy, adherence to accounting standards, and compliance with organizational policies and grant requirements.

Accounting Operations:

- Oversee day-to-day accounting functions including accounts payable, accounts receivable, payroll coordination, and general ledger management.
- Maintain and manage the organization's MIP (Sage MIP) Fund Accounting system, including general ledger management, financial reporting, grant tracking, and system integrity.
- Prepare and review journal entries, maintain accurate accounting records, and perform monthly bank and balance sheet reconciliations.
- Ensure proper fund accounting and allocation of expenses across programs, departments, and funding sources.
- Maintain the agency's fixed asset records and depreciation schedules.
- Manage and maintain the MIP Sage Accounting System

Grant and Program Financial Management:

- Maintain financial tracking and documentation for multiple funding streams including federal, state, local government, and foundation grants.
- Work closely with the Director of Grants and Compliance to ensure financial compliance with grant requirements and reporting standards.
- Assist in the development of grant budgets and financial documentation during the application and renewal process.
- Monitor program and grant expenditures to ensure compliance with approved budgets and allowable cost requirements.
- Provide financial documentation and support required for grant invoicing, reimbursement requests, and financial reporting.
- Assist with funder-required budget modifications and financial reporting adjustments when necessary.
- Maintain clear documentation to support grant compliance reviews, monitoring visits, and financial audits.

Budgeting and Financial Planning:

- Assist the Executive Director in the development and management of the agency's annual operating budget.
- Monitor program budgets throughout the fiscal year and identify potential variances or financial risks.
- Prepare financial projections, budget modifications, and financial analysis to support strategic planning and operational decision-making.
- Monitor and report on organizational cash flow and maintain ongoing cash balance reporting for leadership review.

Financial Reports and Compliance:

- Prepare monthly financial statements, budget reports, and financial analysis for the Executive Director and Leadership Team
- Assist in preparing financial reports and supporting documentation for the Board of Directors and Finance Committee.
- Ensure compliance with GAAP, nonprofit accounting standards, and government grant financial management requirements.
- Coordinate preparation of materials required for the annual financial audit and single audit.
- Work with the organization's contracted CPA and auditors, if applicable, to support completion of the annual audit and IRS Form 990 filing.

- Maintain financial records and documentation in accordance with nonprofit record retention standards and regulatory requirements.

Organizational Collaboration and Mission Alignment:

- Work collaboratively with the Executive Director and leadership team to support effective organizational management and strategic planning.
- Provide financial guidance to program leadership regarding budgeting, funding restrictions, and allowable costs.
- Support the organization's commitment to equity, diversity, and culturally responsive services.
- Assist the agency with initiatives that strengthen cultural competency and diversity awareness in organizational operations.
- Complete special projects and financial analyses as assigned by the Executive Director and/or Finance Committee.
- Assume additional responsibilities as necessary to support the financial health and operations of the organization.

QUALIFICATIONS: Bachelor's degree in Accounting, Finance, or a related field required; advanced degree preferred. Minimum five to seven years of progressively responsible accounting or financial management experience, including experience in a nonprofit organization managing multiple funding sources and restricted funds. Candidates must demonstrate strong knowledge of nonprofit fund accounting and Generally Accepted Accounting Principles (GAAP). Proficiency with MIP (Sage MIP) Fund Accounting software is required, including experience managing general ledger functions, financial reporting, and grant tracking within the system. Direct experience managing government grants and contracts, including federal, state, and local funding sources, is required. Candidates must demonstrate familiarity with grant financial management, allowable costs, funding restrictions, and financial reporting requirements across multiple funding streams. A CPA license or CPA eligibility is preferred but not required. Candidates should have strong analytical, organizational, and communication skills, including the ability to explain financial information to leadership and board members. Experience collaborating with individuals from diverse racial, economic, and cultural backgrounds and a commitment to equity and inclusive practices is required. Understanding issues related to domestic violence and sexual assault is preferred.

The position requires a valid driver's license, acceptable driving record, current proof of insurance, and successful completion of criminal background, sex offender registry, and child abuse registry checks. Ability to occasionally lift up to 30 pounds is required.

CLASSIFICATION: For purposes of employment standards, this classification is "exempt" from the overtime provisions of the Fair Labor Standards Act. This is a full-time, salary position.

SALARY AND COMPENSATION: Base salary, commensurate with experience. Comprehensive benefits package includes medical, dental, vision, 401k match, life and LTD insurance, PTO, floating holidays, agency closure days, ESTA, and flex time.

To apply please complete an online application via <https://www.firststep-mi.org/jobapplication/>