



JOB DESCRIPTION

Finance Director New Position at Kids' Food Basket

Now Accepting Resumes

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and now serve thousands of kids each school/summer program day throughout Grand Rapids, Muskegon and Holland. Sack Suppers are evening meals that provide nutrition that's critical to the development of kids' brains and bodies. Our organizational strategic areas focus on local growth and West Michigan growth, our Kids Helping Kids program, diversity and inclusion initiatives, and our community engagement programming.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Position Description

This full-time, exempt position based out of our Grand Rapids office directs the organization's general financial management functions, ensures proper financial controls exist, leads the department's efforts to provide high level of internal service, and ensures the financial integrity of the organization as well as its relationship with lending institutions, stakeholders, and the financial community by performing the following duties directly or through other employees for Kids' Food Basket. The Finance Director will also be expected to work 2-4 days per month in our Holland and Muskegon offices.

Job Responsibilities

- Directs accounting systems and activities to ensure proper recording of all financial transactions.
- Ensures the existence of appropriate internal controls and safeguards to protect the financial integrity of the organization.
- Provides for the preparation and delivery of necessary financial and operating reports; directs the study and analysis of the financial results for both intra-organization and external use.
- Directs cash management for the organization, including the projection of cash receipts, cash disbursements, borrowings required. Potentially investing excess funds.
- Directs the annual finance planning process including budgeting and forecasting; and participates in strategic planning activities as required.

- With Leadership Team, ensures the development and maintenance of management information systems sufficient for Kids' Food Basket's diverse and dynamic needs.
- Participates in senior management strategic planning and direction setting decisions; with leadership team develops policies and procedures to support the general administration of the organization.
- Directs Kids' Food Basket's annual audit process; negotiates with the auditors on the reporting of various financial data contained in the audit.
- Directs the preparation of the Annual IRS-990 reports plus all additional compliance reports as required.
- Ensures that the Executive Director has the financial data needed in order to complete reports required by the Board of Directors in a timely and accurate fashion.
- Ensures that the Development team and Leadership team receives timely reports and related financial explanations for their periodic reports to donors, foundations and other funders.
- Governs the administration of restricted funds.
- Assists with the financial portion of grant proposals, oversees proper grant administration and monitors grant compliance as needed.
- Serves as primary staff for leadership of Finance Committee/Audit committee and future finance-related task forces or committees.
- Directs the analysis and study of general economic, business, and financial conditions and their impact on the organization's policies and operations.
- Ensures full compliance with all internal and external obligations in the following areas:
 - General causality, liability and vehicle insurance
 - Employee Benefits

Supervisory Responsibilities

- Directly supervises 2 or more employees in the accounting, finance and/or administration area.
- Carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include: interviewing, hiring, and training finance and/or administration employees; planning, assign, and directing work; appraising performance; addressing complaints and resolving problems.

General

- Participate in and assist with daily tasks of Kids' Food Basket.
- At least 40 hours per week - flexible scheduling, 8-10 evening and weekend hours necessary per month per job description.
- Opportunity exists for professional advancement based on work performance and organizational need.

Qualifications

Kids Food Basket welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Successful Candidates will possess:

- Passion for and commitment to attacking childhood hunger and nourishing kids to be their best in school and in life.
- A high degree of initiative, independence and tenacity; able to identify and prioritize actions towards a goal.
- Effective communication skills – verbal, written, presentation– with audiences diverse in age, race, etc.
- Ability to build relationships quickly and authentically.
- Willingness to collectively and personally work to close persistent opportunity gaps based on race, class, culture and power.

- A sense of optimism and an assets-based way of viewing people and situations.
- An orientation towards problem-solving and value creation – experience identifying root causes and developing results-oriented solutions.
- Servant Leadership – strong commitment to team with colleagues and partners by sharing responsibility for successes and growth opportunities.
- Experience speaking in front of groups, making presentations and leading group from 5-300 consisting of all ages and backgrounds.
- Be organized with the ability to work in a fast paced, ever changing work environment.
- Possesses skills in project and time management.
- Experience utilizing accounting software
- Be well versed in computer programs (Microsoft Office required). Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Have a basic understanding of hunger and poverty issues in West Michigan.

Educations and/or Experience

- 7 years experience required and/or training; or equivalent combination of education and experience.
- Bachelors degree required, Masters, MBA or CPA preferred

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to create reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

The incumbent must have:

- The ability to apply mathematical operations to Budgeting and Finance applications, using all basic math functions, forecasting techniques, market analysis, frequency distribution, and other situational applications
- Must also be able to apply concepts such as fractions, percentages, ratios, and proportions to practical and/or specialized financial situations.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

- Possession of valid Certified Public Accountant designation is desirable.

Compensation: Salary commensurate with experience.

Reports to: Executive Director

Physical Activities:

- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Fingering - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Light work - Exerting up to 20 pounds of force occasionally, and/ or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
- The employee is subject to both environmental conditions. Activities occur inside and outside.

Benefits:

Kids' Food Basket is proud to offer its eligible employees the following benefits. Please note that offerings, coverage levels and eligibility dates are subject to change at any time. Currently the benefit package includes:

- Medical – employee pays a portion of premium for medical, dental and vision for self and 75% of premium for spouse/partner/dependents
- Dental
- Vision
- 401(k) Plan with match
- Flex Spending Account
- Paid Time Off (PTO)
- Paid Holidays

Send cover letter and resume to:

Brad Littell

hiring@kidsfoodbasket.org

All resumes reviewed as received through November 8,2017

NO CALLS PLEASE