

South Suburban PADS

Position: Director of Finance and Operations

Reports to: Executive Director

Time: 40 hours/week, Exempt

Salary: Based on experience and education

Staff: Government Contracts and Compliance Manager; and Accounting Manager

Location: Country Club Hills

Job Summary: Provides strategic leadership for the financial, accounting and administrative needs of South Suburban PADS.

Responsibilities include:

- Provide strategic leadership as a member of the organization's senior management team.
- Develop and oversee the agency's fiscal and administrative strategy and accounting functions.
- Help prepare annual program and organization budgets.
- Oversee monthly and quarterly financial reports and analysis, including income statement, YTD budget comparison, balance sheet, cash flow, and forecast.
- Oversee government and foundation grant billing, reporting, monitoring and compliance.
- Provide reports and meet with program staff to regularly monitor and adjust contract expense allocations.
- Oversee annual audit process including compliance with A-133 regulations, grant audits, tax filings including 990, and issuance of 1099s.
- Establish and maintain internal control procedures.
- Oversee the procurement of employee benefits and all general liability, property and other insurance.
- Oversee all personnel related functions, including onboarding and orientation, payroll, maintaining personnel files and training staff in accordance with the policies outlined in the Employee Manual.
- Perform other duties as assigned.

Qualifications:

Bachelor's degree in Accounting, Finance, or other related discipline and 5 or more years of experience in senior financial role in a nonprofit organization, preferably housing with government (HUD, DHS, VA, CDBG, ESG, etc.) funding. Must be knowledgeable in non-profit accounting, accrual basis; government contract invoicing and compliance, audit leadership; fund and grant accounting; and financial reporting. Previous Fund E-Z experience preferred.

South Suburban PADS is a 501(c)3 not-for-profit organization that is working to prevent and end homelessness in the south suburbs of Chicago. Over the past 28 years, the organization has provided shelter and meals to enable over 17,000 people to survive homelessness. In addition, South Suburban PADS provides pathways home and currently helps over 500 people to preserve or access affordable rental homes every year. South Suburban PADS is the proud recipient of the 2018 Bank of America Neighborhood Builders Award. More at sspads.org

SSPADS adheres to the employment policy of providing equal opportunities to all job applicants and employees regardless of ethnicity, race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation

To Apply: Please send a cover letter and resume to Doug Kenshol at dkenshol@sspads.org.