



Job Title	Finance Director
Department	Finance Department
Date Created/Revised	December 20, 2023
Starting Salary	\$80,000-\$100,000
Position Type & FLSA	Full Time, Exempt

Job Summary:

Description of Work

As the Director of Finance for ECHO, you will play a crucial role in overseeing the financial health and stability of the organization. Reporting directly to the Vice President of Operations and Organizational Culture, you will be responsible for managing all financial operations, ensuring compliance with regulatory standards, and providing strategic financial guidance to support the organization's mission and objectives.

Position Summary

The Director of Finance serves as a key leader within the ECHO organization, responsible for all financial activities, including accounting, budgeting, financial reporting, and grants management. This role requires a seasoned professional with robust non-profit financial acumen, excellent leadership skills, and a collaborative approach. Responsibilities include overseeing funding information, regulatory compliance, monitoring expenditures, and coordinating programmatic reporting requirements across departments. Additionally, this role involves project accounting, cash management, and cost analysis. The Director of Finance plays an essential role in guiding, mentoring, and supporting finance, operations, and programmatic staff, while also contributing to strategic planning.

Essential Functions:

Financial Management and Reporting:

- Lead the month-end close process, ensuring accurate journal entries, bank reconciliations, and invoicing for timely and precise monthly financial statements.
- Provide comprehensive oversight of financial reporting, budgeting, forecasting, and grant allocation processes across all funding sources, ensuring accurate utilization of funds in alignment with organizational objectives and regulatory compliance.

Financial Record-Keeping and Compliance

- Prepare payroll, benefit allocations, prepaid/deferred revenue allocations, and maintain accurate cash receipts/accounts receivable entries.

- Coordinate and manage annual audits, including financial audit and management reports, with a specific focus on grants and compliance with funding agency policies, OMB Circulars, and Federal Regulations.

HR Administration/Onboarding

- Collaborate with HR and hiring managers to facilitate a smooth new hire onboarding process by setting up new employees with internal HR service provider (Trinet), ensuring accurate and complete onboarding procedures in compliance with our internal policies and standards.

Grant and Funding Management and Reporting

- Oversee the monthly and yearly closeout processes, ensuring meticulous financial and management reporting requirements for all funding sources across departments.
- Maintain comprehensive and updated files with budgets, amendments, contracts, and agreements related to grants and all funding sources. Prepare detailed expenditure reports covering grant utilization and overall financial expenditure.
- Collaborate with HR for alignment between grant-funded programs and HR-related policies or procedures.

Administrative Leadership and Policy Documentation:

- Provide technical and administrative leadership in financial management across all funding streams.
- Act as a backup for Finance Specialists; assist in policy documentation and updates related to finance and grant management.

Project Participation and Special Initiatives:

- Engage in special projects like systems upgrades and process improvements to enhance financial operations.
- Support cost allocation, quarterly reporting, and annual budget preparation processes.

Other Responsibilities:

- Support monitoring and collection of past due accounts receivable.
- Assist in insurance, lease, and benefits policy renewals.
- Undertake additional duties as assigned.

Minimum Qualifications:

- Seven (7) years of combined education, volunteer, and/or work experience conducting systems change work in the nonprofit or public health sector, or comparable, and/or lived experience of homelessness.
- Four (4) years of experience providing individual supervision that included collaborative professional development and growth, as well as constructive feedback

and routine performance evaluation.

- Strong demonstrated track record of strategic thinking and relationship building.
- Advanced understanding of Racial Equity and Gender Equity principles and how they apply to systems in place to serve extremely low income households.

Work Environment:

This job operates in office settings and is currently hybrid. Employees are required to use their personal cell phone for business purposes. This position does require commuting throughout Austin/Travis County for various stakeholder meetings, when applicable.

Proficiency in using Microsoft suite, including Outlook, Word, Excel, and PowerPoint, and the ability to adapt and commit to using other software or technology is needed.

Physical Demands:

Physical demands include the use of standard office equipment, including computer, copy machine, phone, etc. The ability to communicate clearly and appropriately with co-workers and community partners.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodation may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause undue hardship on ECHO operations. Contact human resources (HR) with any questions or requests for accommodation.

Position Type and Expected Hours of Works:

This is an exempt full-time position working 40 hours a week; typical work days are Monday through Friday. Agency meetings occur on business days between the hours of 8:00 AM and 5:00 PM (Central Standard Time). Occasional evening and weekend work may be required as job duties demand. A high degree of flexibility can be anticipated by ECHO staff when conducting most independent and/or administrative work. Some travel is expected for this position both locally and to national conferences.

Compensation and Benefits:

ECHO offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 8 paid holidays, 4 paid work/life wellness days and opportunities for educational and professional development.

Diversity, Equity, Inclusion & Belonging Statement:

The Ending Community Homelessness Coalition (ECHO) values diversity, equity, and inclusion in every aspect of our work, including our internal operations and external activities to support our mission. We are committed to cultivating a culture of respect for the dignity and value of each individual and family accessing the Homelessness Response System. These values are essential to our mission focused on leading and aligning a coalition to administer an effective Homelessness Response System, centered in racial equity, informed by the needs and expertise of people experiencing homelessness, and accountable to systemically marginalized communities. We welcome all. ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender

To Apply:

Interested candidates please submit a resume and cover letter Catherinegonzalez@austinecho.org and Tonyathomas@austinecho.org. Position will remain open until filled.