



Director of Finance at Catalyst of San Diego & Imperial Counties

Status: Staff, full-time exempt

Reports to: Megan Thomas, CEO

Compensation: \$80,000

ABOUT THIS ROLE

Reporting to the CEO, this position ensures organizational excellence by leading financial management, including compliance and reporting. The Director of Finance role straddles financial stewardship and strategic management and interacts frequently with the Finance Committee of the Board of Directors.

Catalyst has a unique organizational and financial structure. In addition to a core operating budget of approximately \$1.5M, we are fiscal sponsor to projects (currently five) led by staff and/or volunteers with budgets totaling another \$6M. Within these two areas, activities include grantmaking and other projects that require careful tracking of restricted income and expenditures. Revenue comprises membership dues, restricted and general operating grants, and sponsorships; expenses include business operations, salaries, and grantmaking or contracts.

Catalyst currently engages Mission Edge to provide bookkeeping and accounting services. We envision the Director of Finance role as full-time, taking on the full range of strategy and day-to-day entries. We will consider a part-time role, focused on planning and reporting with the services of contract bookkeeping. Compensation will be adjusted proportionately. Regardless, the individual will be fully integrated into the organization and be fully conversant in all our activities, with the ability and interest to develop mission-enhancing recommendations and strategies alongside the rest of the team.

Essential duties

- In partnership with the President/CEO, establish, monitor, and manage short- and long-term financial goals to support the organization's business plan and financial needs
- Oversee the development of the organization's annual budget and manage the budget throughout the year, including creating a clear distinction between core operations and non-core finances
- Produce information that is accurate and consistent with generally accepted accounting practices, established internal controls, and financial policies
- Provide financial analysis for business model planning and revenue opportunities
- Produce monthly management and board reports including P&L, Balance Sheet, Budget to Actuals, TRNA, cash flow
 - Reports will include visual representations
- Manage accounts receivable and payable
- Manage bank and investment accounts and relations
 - Develop a cash management/investment strategy with CEO & Finance Committee
- Administer twice-monthly payroll and employee benefit payments
- Provide staff leadership to the Finance and Audit Committees to support excellent fiduciary oversight

- Support and coordinate the organization’s annual audit, Form 990 preparation, and other tax filings and reports including W2s and 1099s, 5500, and more
- Evaluate and update the organization’s internal controls and fiscal procedures annually, including insurance needs
- Prepare and advise on grant budgets, budget/actual reports, and grant reports
- Make timely payments on grants and contracts that Catalyst manages
- Work with staff to develop and track budgets for grants we apply for and receive
- Work with staff to develop and track budgets for regranteeing efforts
- Work with staff to strategically research, onboard, and manage financial records for sponsored projects
- Provide financial support to fiscally sponsored projects

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications

- Financial planning
- Budgeting and forecasting
- Financial statement preparation
- Experience managing nonprofit finances, including tracking and management of restricted funds and grant application budgeting
- Excellent skills in QuickBooks Online and Excel
- Ability to represent complex financial information in managerial and board reports, including graphic representation
- Experience preparing tax reports and leading the response to an audit for a similar sized organization
- Able to operate autonomously and also stay connected to organizational activities
- Desire to be part of a collaborative, equity-driven organization that has a learning approach to its work, adapting as community and membership needs evolve

COMPENSATION AND BENEFITS

Compensation for a full-time position is \$80,000 with benefits that include health, dental, vision insurance; 5% contribution to a 403(b) retirement fund; paid vacation and sick leave, and office closure between December 25-January 1. Compensation for a part-time roll is the pro-rated equivalent salary; benefits vary depending on hours worked.

COVID-19 VACCINATION POLICY AND RELATED PRACTICES

Catalyst requires that all staff members be fully vaccinated against COVID-19 and its variants, including any boosters recommended by the FDA and Centers for Disease Control and Prevention (CDC). Proof of vaccinations must be provided. An individual is considered fully vaccinated 14 days after receiving the final dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States or by the World Health Organization. Catalyst will waive its vaccination requirements, including recommended boosters, for religious or medical reasons.



Staff are currently using a hybrid work model, with the office open Monday-Friday for voluntary use. All full-time staff work from the office on Wednesdays. When in the office with others, we wear masks in shared areas.

TO APPLY

Please provide a summary of your interest and relevant experience/qualifications in your preferred format. (We encourage you to use materials you have used to apply to other positions if they are applicable to this position.) Catalyst will begin reviewing responses on immediately with the goal of extending an offer of employment by February 15, 2023.

To discuss the position or ask any questions you have, contact Megan Thomas, megan@catalystsd.org. Please send application materials to apply@catalystsd.org.

Catalyst of San Diego & Imperial Counties values a staff that includes perspectives from the diverse population of our region and the organization provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military.