

Title: Co-Executive Director of Finance and Administration

Hours: Full-Time Exempt, 40 hours per week

Salary: \$ 90,000

Reports to: Board of Directors

Date: March 2022



Gay City's Mission

Our mission is to cultivate access and connections to promote self-determination, liberation and joy in our communities. We are the definitive hub for LGBTQ individuals seeking affirming and responsive resources, wellness, and community.

To Apply

- Please submit cover letter and resume via e-mail to jobs@gaycity.org
- Please use “**Co-Executive Director of Finance - Your name**” in the subject line

Position Summary

The Co-Executive Director of Finance and Administration is a member of Gay City: Seattle's LGBTQ+ Center's co-executive team and is responsible for ensuring financial integrity, accountability, and sustainability. The role includes primary responsibility for oversight and management of the organization's budget and long-term cash flow projections, daily accounting functions, and all internal and external financial reporting and analysis. The position also oversees operational activities including facilities maintenance, HR, IT, process enhancements, and the design and implementation of internal controls to ensure compliance with all regulations and funder requirements.

Gay City is seeking a motivated finance & accounting professional to create an environment of data-supported, shared financial accountability. Cultivating tools, resources, and information for financial reporting and transparency within the organization will be critical. In collaboration with the Co-Executive Director of Programs and the Co-Executive Director of Community Engagement, this role is responsible for empowering staff and helping to lead the organization towards a culture that centers self-determination, liberation and joy.

Duties and Responsibilities

- A passion for Gay City's mission, vision and commitment to intersectional social justice
- Responsible for the fiscal integrity and overall financial direction of Gay City: Seattle's LGBTQ+ Center.
- Works with Co-leadership team to evaluate & mitigate risk to the organization; specifically financial, legal and grant compliance related risks

- Develops and maintains short and long-term cash flow projections to ensure sustainability of the organization's financial resources
- Prepares annual budget and oversees ongoing monitoring. Includes analyzing impact of budget requests, projecting revenue, and analyzing budget to actual variance
- Interacts with departments on an on-going basis to provide guidance on budget management and accounting policies
- Supervises Bookkeeper whose day-to-day responsibilities include accounts payable, accounts receivable, grant invoicing, cash-flow management, payroll and financial reporting
- Supervises Operations team, whose day-to-day responsibilities include facilities maintenance, HR, IT, room rentals, internal trainings, and front-desk staffing
- Manages the organization's relationships with financial institutions including cash and investment accounts, purchasing cards and lines of credit
- Staff Liaison to the Finance Committee of the Board of Directors. Prepares accurate and timely monthly financial reporting packages for presentation to committee and board.
- Develops and maintains effective working relationships with key financial partners including funders, investors, government agencies, financial institutions, consultants and vendors
- Oversees budget projections and financial reports for government and private funders and other investors; supervises preparation of financial summaries and statements for reports to funders and grantors
- Oversees preparation and review of annual financial statements to ensure preparation in accordance with Generally Accepted Accounting Principles (GAAP)
- Oversees annual audit and coordinates preparation of annual form 990. Includes preparation/review of all necessary schedules for external auditor and tax preparer.
- As needed, oversees audits or compliance reviews performed by government agencies or funders
- Reviews, analyzes and revises internal control systems, providing documentation and training as necessary
- Takes primary responsibility for financial systems in use to ensure that data is managed effectively and in accordance with controls and regulations
- Reviews vendor contract terms and executes contracts when requested or required
- Supports the Director of Community Engagement in strategic and operational planning for grants and funding opportunities
- Provides co-executive supervision to the Co-Executive Director of Internal Programs, and receives Co-Executive supervision from the Co-Executive Director of Community Engagement

Qualifications (required)

- At least 5 years of demonstrated relevant finance and accounting experience
- Experience in financial management of federal, state, and local government grants and contracts
- Effective in working with a diverse and multicultural team of colleagues and community
- Direct work experience with budgets, forecasting, financial analysis
- Ability to use relevant information and individual judgment to determine whether issues or processes comply with laws, regulations, or standards
- Above average proficiency using Excel
- Experience supervising staff members
- Experience with and understanding of Generally Accepted Accounting Principles (GAAP), payroll management, human resources, and general business systems and functions. Demonstrated success in monitoring financial systems
- Outstanding written and verbal communication skills, especially the ability to explain complex information clearly and simply

Qualifications (preferred)

- Bachelor's degree in Accounting
- Five years' experience in non-profit accounting, to include knowledge of grant billings as well as experience working with auditors and 990 tax preparers.
- Experience working within a collaborative leadership model

Benefits

- Full healthcare, dental, and optical coverage offered
- Generous vacation, paid holidays and sick leave after successful completion of the 90-day introductory period
- Gay City recognizes the importance of saving for retirement and offers employees a 401(k) plan and employer matching
- Free ORCA Pass

I-9 and Vaccine Compliance

On your first day of work, you will be required to provide proof of your eligibility for employment under the Immigration and Reform Control Act of 1986, as amended. Therefore, please bring proper photo identification, such as your passport, or your driver's license and social security card on your first day. You will also need to provide proof of COVID vaccination.