



# YOUTH JOB CENTER

## POSITION DESCRIPTION

<b>Title:</b> Director of Finance and Operations	<b>Type:</b> 1.0 FTE, Full Time, Exempt
<b>Reports to:</b> Executive Director	<b>Location:</b> Evanston IL
<b>Salary Range:</b>	<b>Travel Required:</b> Local Travel Required

### About Youth Job Center (YJC) [www.youthjobcenter.org](http://www.youthjobcenter.org)

YJC is a workforce development and job placement agency that prepares young people, ages 14-25, for success in the workplace and life. YJC provides Workforce Readiness Training, personalized career coaching, job placement support, financial coaching, and barrier reduction services to young adults throughout Chicagoland.

YJC was founded in Evanston in 1983. Identifying an increase in participants commuting from Chicago, the agency incorporated an expansion into Chicago in its strategic direction in 2014. Our primary office is in Evanston, IL, and we have satellite offices in Chicago Heights, Englewood, and Pilsen.

### Position Overview

The Director of Finance & Operations is a senior leadership position that reports directly to the Executive Director and has direct responsibility for YJC's budget, program finances, human resources, facility, and operations. The Director of Finance & Operations, in partnership with the leadership team, aligns resources and plans implementation to ensure that the YJC delivers measurable, cost-effective results that make YJC's strategic vision a reality. With the Executive Director, ensure the organization develops the most efficient and effective structure, processes, and systems to increase the overall productivity and capacity of the organization.

### Primary Responsibilities

- Serve on the Senior Leadership team
- With Senior Leadership team, set strategic direction for the agency, aligning finance, programs, and development

### Organizational Finances

- Lead and manage all aspects of YJC's budget and finances, including financial planning and reporting, budget preparation and the full financial cycle
- With the Executive Director and the Finance and Audit Committee, develop operating plan and financial budget that supports the organization's long-term strategy
- Produce regular and timely financial reports for management and Board of Directors that analyze budget performance, variance, and trends to ensure continuous flow of information for financial transparency and to support decision-making
- Prepare materials and oversee process for the annual audit (Government Single Audit), ensuring accurate and timely year-end financial audits and tax compliance
- With Development staff, establish, monitor, and reconcile fundraising transactions and all reporting requirements
- Serve as primary staff liaison for Finance and Audit committee meetings
- Manage banking, investment, and vendor relationships
- Ensure the creation and maintenance of written documentation for accounting systems, including user manuals, license agreements, etc.

### Programmatic Finances

- With Director of Programs build programmatic budgets
- Build and manage government contract budgeting process, from pre-award, ongoing tracking, to post-award reporting
- Serve as primary contact for compliance audits for government grants and contracts
- Oversee monthly vouchering for city, state, and federal agency grants
- Ensure sound fiscal operation of the program management function including assistance with financial budgeting and monitoring of programs.

### Human Resources

- Directly supervise People Operations Manager, who manages day-to-day HR functions
- Oversee aspects of staff administration including hiring, payroll, onboarding, and benefits

- Oversee and ensure accurate processing of payroll via outside vendor including payroll rates, withholding, maintenance of payroll records and preparation of reports (i.e. quarterly payroll reports, W-2's, workers' compensation, unemployment, withholding, etc).

#### **Operations and Facility Management**

- Participate in review, revision, development and implementation of all operational policies and procedures, including those for HR, vendors, security, records retention, standards, usage, etc.
- With Office Manager, make sure building is properly furnished, and, as needed, manage, and oversee office renovations and construction projects
- Oversee facility maintenance and upgrades, supervising property maintenance staff and contractors
- Lead office management including planning and equipment maintenance
- Ensure that YJC facilities are equipped to serve staff, participants, and community at large
- Ensure workplace safety and compliance with OSHA/ADA requirements

#### **Technology**

- Research, recommend and oversee implementation of approved improvements to technology infrastructure, phone, computers, computer lab, etc.
- Manage systems used to create effective and efficient work environment
- Oversee IT equipment for the agency, working with contractor to identify and resolve issues
- Work with contract advisors to increase efficiencies in technology
- Determine new technology solutions and implementations can meet business and system requirements.

#### **Agency Climate and Culture**

- Reinforce a positive culture of teamwork, continuous learning, accountability, solution orientation and data-driven decision making
- Serve as ambassador for YJC, participating in board meetings and community events as needed
- Support a high-performing culture, committed to delivering short and long-term results prioritizing continuous learning, goal orientation, accountability, and data-driven decision-making
- Ensure consistent administration of program policies and procedures
- Foster a positive working environment for all employees
- In partnership with the Leadership Team, identify opportunities to improve onboarding, effective team building and staff retention.
- With Leadership team, identify and address HR issues
- With Leadership team, participate in agency's equity work, supporting staff and board
- Develop and implement consistent collection of feedback from staff
- Document internal staffing practices including onboarding and professional development

#### **Qualifications**

- B.A./B.S. with 7-10 years of substantial financial management experience in nonprofits, MPA or MBA preferred
- Proven track record of financial management, goal orientation; exhibiting good judgment; high level of business acumen, and problem solving
- Experience in overseeing monthly vouchering and expense monitoring for state and federal grant awards
- Expertise in accounting for restricted revenues (local, state, federal funding; foundation grants, individual donors)
- Expertise in computer technology and software, including Microsoft Office, QuickBooks, and other project management programs preferred
- Proven track record of exceeding goals and bottom-line orientation; evidence of the ability to consistently make good decisions and exhibit good judgment; high level of problem solving, project management and creative resourcefulness
- Ability to connect with staff on an individual level and in large groups, ability to enforce accountability, develop and empower program leaders, build upon strengths
- Ability to manage multiple projects and competing deadlines

#### **Specific Technical/Job-Related Skills**

- High standards for accountability, controls, timeliness, reporting and accuracy. Comfortable with communicating financial information to non-financially oriented professionals.
- Proficiency with computer technology and software including QuickBooks.
- Excellent verbal and written communication skills
- Self-directed with strong organizational skills and ability to work in a fast-paced environment.
- Strong analytical, problem solving and project management skills.
- Protect confidentiality and operations

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

This is primarily an in-office role, providing both virtual and in person services; some physical action is required, moving between spaces, minimal lifting, transporting items, bending, and standing as necessary.

*This job description is not intended, and should not be construed, to be an all-inclusive list of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from jobs and to assign other duties as necessary.*