



Director of Finance

Reporting to the Senior Director of Finance, the **Director of Finance** is a management position accountable for the fiscal oversight of Preble Street's finances including maintaining and reporting timely and accurate fiscal reporting, managing, and improving internal controls, and assisting in overseeing post-award grant management and compliance. The Director of Finance in partnership with Agency Directors will work to develop and facilitate systems and processes related to the administrative functions of the programs such as management of data entry, data maintenance and related reporting, and compliance with program budgets.

Requirements

- CPA or master's degree in Business Administration (or equivalent combination of education and experience).
- 10+ years of relevant administrative experience in a fast-paced, growing environment, or other relevant experience.
- Qualified candidates must have at least 5 years of experience directing an accounting/finance team greater than seven people and will have at minimum 5 years auditing experience in an external or internal audit role.
- Proven ability to coordinate the agency's annual audit (with the Sr. Director of Finance) and assist in the preparation of IRS Form 990 prior to filing.
- Familiar with and understand how Charity Navigator intersects and is informed by the Agency 990.
- Knowledge of non-profit accounting and management procedures, and budget development and analysis.
- Proven ability to manage Uniform Guidance, 2 CFR Part 200 Subpart F, and MAAP grant compliance.
- Experience in communicating and disseminating financial information with Finance Committee, Investment Committee, (Audit Committee, if applicable), Personnel Committee and Board Members.
- Strategic thinker who can effect change and make recommendations to senior leadership and Board Members.
- Strong supervisory and office organizational skills.
- Excellent written and verbal communications skills.
- Proven relationship builder with staff and business partners.
- Solid understanding of internal control structures and fiscal reporting skills.
- Proficient in MS Office/Outlook.

Compensation and Benefits:

- This is a full-time, exempt position, offering competitive compensation.
- Medical w/100% employer paid option
- Dental w/100% employer paid option
- Vision
- Employer Paid Life, STD, and LTD
- 403(b) retirement plan w/ employer match
- **160 vacation hours per year, 96 sick hours per year, and 16 personal hours per year.**
- 12 Paid Holidays
- Optional supplemental Life, Critical Illness, and AD&D options

To Apply Please submit an application, cover letter, and resume to: humanresources@preblestreet.org

Automatically generated confirmations of receipt will be sent in response to applications sent via email. Only those candidates selected for interviews will be otherwise contacted. Preble Street, a 501(c)(3) nonprofit agency, has been working since 1975 to provide best practice social services that meet urgent needs and end hunger and homelessness for individuals and families in Maine living in poverty. Operating from seven sites in Portland, Lewiston, and Bangor, Preble Street programs include Street Outreach Collaborative, Maine Medical Center-Preble Street Learning Collaborative, Food Programs, Maine Hunger Initiative, Advocacy, Veterans Housing Services, Logan Place, Florence House, Huston Commons, Teen Services, Anti-Trafficking Services, and Homeless Voices for Justice. Preble Street is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of Preble Street's hiring practices, and all terms and conditions of employment.