



# Center for Human Services

*Building a stronger community...one family at a time.*

Administrative Offices: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: [admin@chs-nw.org](mailto:admin@chs-nw.org)

## **Job Announcement** **FINANCE DIRECTOR**

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right finance director to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

Finance Director is responsible for operation and oversight of agency's finances and accounting activities. This position reports to Executive Director. This is exempt position, located at our Shoreline-148<sup>th</sup> site. Salary \$35-40 per hour, depending on experience.

### Job Requirements:

- Four year degree in business or equivalent experience
- Five years experience with computerized accounting systems (preferably MIP)
- Five years professional accounting work in non-profit organization
- Three years operations management and supervisory experience
- Strong computer skills
- Excellent communication skills and ability to work with diverse staff
- Detail oriented, with strong organizational skills
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to [jobopportunities@chs-nw.org](mailto:jobopportunities@chs-nw.org). Full job description can be found below:

## **Job Description** **Finance Director**

### **GENERAL DESCRIPTION**

Responsible for operation and oversight of the agency's finances and accounting activities. Reports to Executive Director. This is a 32 hours a week exempt position.

### **MAJOR RESPONSIBILITIES – Specific to position**

- Plan, direct, and coordinate all accounting operational functions
- Supervise fiscal staff (Accounting Manager, Accounting Generalist, Billing Manager)
- Manage computerized accounting system (MIP), including financial reports
- Work with Executive Director to develop, implement and document the agency's accounting policies and procedures
- Work with Executive Director in development and monitoring of annual budget

- Oversee the preparation of monthly and year-end financial statements in an accurate and timely manner
- Prepare financial reports and budgets for funders
- Prepare for annual audit and coordinates audit functions
- Maintain agency's investment accounts and monitors cash flow
- Assist with negotiation of property/liabilities insurance package with vendor

### **MAJOR RESPONSIBILITIES – Agency in general**

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Flexible, motivated to achieve goals, and thrives on challenge.

### **MINIMUM QUALIFICATIONS**

- Four year degree in business or equivalent experience
- Five plus years experience with computerized accounting systems (preferably MIP)
- Five years professional accounting work in non-profit organization
- Three years operations management and supervisory experience
- Excellent communication skills and ability to work with diverse staff
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices.
- Demonstrated commitment to diversity, cultural humility, and inclusion.
- Willingness to engage in ongoing self-exploration and growth related to race, power, and privilege.
- Flexibility and sense of humor

---

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.