



Position Announcement

Director of Finance and Human Resources (Full-time/Exempt)

Vera House, Inc. is a human service agency providing comprehensive domestic and sexual violence prevention and intervention services. This position will oversee the finance and human resource needs of Vera House and is a key member of the executive leadership team.

RESPONSIBILITIES INCLUDE:

- Oversee all accounting activities, reporting, and planning
- Identify and implement procedures to streamline accounting activities and ensure appropriate control and risk management
- Provide oversight for the preparation, control, and review of the payroll process
- Prepare reports for Board and Executive-level meetings
- Manage vital relationships with individuals such as auditors and funders
- Maintain expertise by participating in groups and seminars designed to enhance skill sets
- Direct year-end and program audits
- Manage, coach, and develop staff members
- Collect, analyze and accurately report income and expense information to funding sources
- Assist in the preparation of funding proposals
- Supervise and review the preparation of monthly financial statements for the Agency and Foundation
- Prepare annual Agency budget and support departments with development of program budgets
- In collaboration with part-time Human Resources Consultant and Finance and Benefits Assistant,
 - Oversee human resource needs of the organization

QUALIFICATIONS:

- Bachelors' degree in accounting or related field required, CPA preferred
- Minimum of three to five years' experience in accounting required
- Supervision and management experience preferred
- Knowledge and experience with human resources and benefits management preferred
- Strong proficiency with Microsoft Office Suite and other accounting software
- Extremely organized, detail oriented, and skilled at record keeping
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion

This is a rewarding role working within an agency dedicated to a world free of violence and abuse.

Salary range \$62,000 to \$78,000. Competitive benefits.

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.

Interested candidates should submit a resume and cover letter to:

**Randi Bregman
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