



Director of Finance

Department: Administration

Reports to: Executive Director

Supervises: Staff Accountant & Human Resources Associate

Status: Full Time/Exempt

Grade: 2

Compensation Range: \$65,000-\$80,000 annually (depending on experience)

Position Summary

The Director of Finance is responsible for maximizing the return on financial assets by assisting the Executive Director and Board of Directors to develop financial policies, procedures, controls, and reporting systems. As a member of Enlace's Leadership Team, this position ensures legal and regulatory compliance for all accounting and financial reporting functions. The Director of Finance also oversees cost and general accounting, accounts and grants receivable/collection, payroll, and risk management. In addition, this position oversees the Staff Accountant(s) & Human Resources Associate and the Office & Facilities Administrator.

Enlace receives grants from various local, state, and federal sources. Experience with fund accounting, grants management, fund accounting software (Enlace utilizes MIP), and overseeing audits under the Uniform Guidance (Single Audit) are a must.

Essential Duties & Responsibilities

The Director of Finance's duties fall within Financial Management and Administration categories:

Financial Management

- Guides financial decisions by establishing, monitoring, and enforcing fiscal policies and procedures;
- Protects assets by establishing, monitoring, and enforcing internal controls;
- Provides status of financial condition of the organization by collecting, interpreting, and reporting key financial data;
- Analyzes and presents financial reports in an accurate and timely manner; clearly communicates monthly and annual financial statements; collates financial reporting materials for all donor segments; and oversees all financial, project/program, and grants accounting;
- Effectively communicates and presents critical financial matters to the finance committee and Board of Directors;
- Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports; and advises management of actions and potential risks;
- Arranges for audits as required and appropriate; coordinates and leads the annual audit process; acts as liaison with external auditors and the finance committee of the Board of Directors;
- Manages budget and controls expenses effectively;
- Effectively hires, trains, develops, supports, and appraises supervised staff from the Finance/Administration team; and takes corrective action as necessary on a timely basis and in accordance with company policy;



- Provides financial management for federal, state, and local grants and contracts;
- Assists ED in overseeing and leading annual budgeting and planning process; administers and reviews all financial plans and budgets; monitors progress and changes and keeps senior leadership team abreast of the organization's financial status;
- Manages organizational cash flow and forecasting;
- Implements a robust contracts management and financial management/reporting system; ensures that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements;
- Updates and follows all necessary business policies and accounting practices; and keeps Enlace's policy and procedure manuals updated; and
- Oversees Staff Accountant & Human Resources Associate.

Administration

- Works closely and transparently with all external partners, including third-party vendors and consultants;
- Oversees administrative functions as well as facilities management to ensure efficient and consistent operations as the organization grows; and
- Oversees the Office & Facilities Administrator.

In addition to the essential duties outlined above, the Director of Finance will:

- Be committed to advancing immigrant rights, gender equity, and socioeconomic justice;
- Be committed to advancing Enlace's mission, vision, core values, and programmatic goals;
- Leverage best practices for facilitating positive, constructive interpersonal communication—including an ability to navigate and resolve conflict in a manner that values and respects relationships with colleagues and community partners; and will engage in direct communication with a solutions-oriented approach;
- Be highly organized, self-motivated, detail-oriented, creative, and demonstrate excellent time management in managing multiple projects;
- Exercise emotional maturity and a sense of humor in resolving pressing issues or project components;
- Be a collaborative team player who shares responsibilities, and supports and acknowledges colleagues' contributions;
- Respect differences in race, ethnicity, age, gender, gender identity, gender expression, sexual orientation, religion (or lack thereof), ability, arrest or conviction history, socioeconomic status, and immigration status; and
- Be flexible to manage other duties as assigned.

The duties and responsibilities outlined above do not comprise a comprehensive list and are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Enlace maintains the right to augment, realign, or remove duties and responsibilities as business dictates.

Knowledge, Skills, & Abilities

The following characteristics are essential to the performance of this position.



- Experience with having final responsibility for the quality and content of all financial data, reporting, and audit coordination for either a non-profit agency or a government division or significant program area.
- Ability to translate financial concepts to and effectively collaborate with programmatic and fundraising colleagues who do not have a finance background;
- Has a successful track record in grants management, knowledge, and ability to train others in accounting and reporting software.
- Has a successful track record in setting priorities, as well as analytical, organization, and problem-solving skills which support and enable sound decision making;
- Excellent communication and relationship building skills, with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders, and handle multi-tasking in a fast-paced environment;
- Personal qualities of integrity, credibility, transparency, and dedication to Enlace's mission; and
- English/Spanish bilingual fluency preferred.

Please note: an individual is not required to disclose information about mental or physical limitations that may potentially interfere with work performance. However, a reasonable accommodation is only possible if Enlace is notified of modifications that may be necessary for the individual to adequately perform the duties of the position.

Enlace is an equal opportunity employer. We value a diverse workforce and an inclusive workplace culture. Enlace encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, immigration status, disability, or veteran status.

Position Qualifications

- A minimum of a Bachelor's Degree in Accounting/Business Administration, preferably a Master's in Business Administration/related degree or CPA.
- At least 5-to-10 years overall professional experience, ideally 4 or more years of board financial and operational management experience, including significant non-profit accounting experience.

Employment Screening & Compliance

- Employee will be subject to a CYFD background check;
- Employee must comply with all Enlace operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers;
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that necessitate travel by motor vehicle; and
- Employee must have and maintain a clean driving record.

Enlace Work Environment

- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting;
- Work is normally performed in an area permitting partial-to-total privacy; and
- Work duties often require travel to other locations throughout the city, state, and country.



To Apply. All applicants must submit a cover letter, resume, and three (3) professional references to jobs@enlacenm.org with the subject line "Director of Finance Application" or mail to: Enlace Comunitario c/o Human Resources (2425 Alamo SE Albuquerque, NM 87106).