



Director of Finance and Administration Opportunity Profile

PREPARED BY:
Morten Group, LLC
mortengroup.com

INQUIRIES:
Liz Peinado
liz@mortengroup.com





About the Organization

Driven by the mission, “to mobilize the community toward ending systemic sexual violence while amplifying the voice of survivors through trauma informed care, advocacy, and prevention education”, Zacharias Sexual Abuse Center (ZCenter) provides quality, comprehensive, client-centered services to survivors of sexual assault and abuse. Services are provided for free, in partnership with the survivor in the spirit of equality, free from judgement or oppression. ZCenter seeks to be an active presence in the community, to speak up in support of, and in partnership with, all survivors of sexual violence.

For more information about the organization, please visit the website here: zcenter.org.

About the Position

The Director of Finance & Administration is responsible for managing Zacharias Sexual Abuse Center’s fiscal, statistical, and administrative systems and for providing overall facility management and management of the administrative team. This individual will report to the Chief Executive Officer (CEO). There are currently three direct reports to the Director of Finance & Administration, including the Finance Manager, Administrative Specialist, and Facilities Coordinator (PT).

Essential Functions

As part of the leadership team at ZCenter, the Director of Finance and Administration will be flexible in response to the needs of the organization, and with the entire staff, will be responsible for quality service delivery throughout the agency. They will demonstrate a commitment to the mission and philosophy of ZCenter, which includes making an impact on preventing and addressing sexual assault/abuse, creating a society free from violence, and working in a cooperative environment.

The employee who occupies this position is expected to assume any/all duties assigned by management, irrespective of whether such duties are specifically included in this list.

FISCAL

- Responsible for overall fiscal management and preparation of the operating budget and program budgets as well as short- and long-term fiscal planning.
- Manage all phases of the agency's financial accounting, including accounting procedures and management of grants, bank accounts, and expenditures.
- Develops internal and external financial and business reports, i.e., the monthly financial statements and audit.
- Produce data analysis reports and budgets.
- Ensure compliance with GAAP, IRS regulations, and nonprofit best practices.

ADMINISTRATIVE

- Oversee administrative functions to ensure efficient and consistent operations across the organization.
- Supervise and manage insurance coverage, contractual agreements, lease agreements, and employee fringe benefits with the HR vendor.
- Supervise and manage operations and business administration systems, including monitoring agency's facility, office operations and systems, equipment and supplies.

LEADERSHIP & MANAGEMENT

- Serve as a thought partner to the CEO and leadership team on strategic planning, business modeling, and sustainability.
- Supervise the administration staff, as well as work closely with contractual personnel, i.e., accountant/bookkeeper, payroll service, IT vendor, and maintenance person.
- Participate in the Board of Directors finance committee by presenting and preparing monthly financial statements, reports and key updates.

Position Qualifications

Desired Skills and Experiences

Employees of ZCenter must maintain a positive work atmosphere by behaving and communicating in a manner conducive to positive experiences for donors, clients, volunteers, co-workers, and supervisors.

The following are desired of the successful candidate:

- Minimum of a bachelor's degree in finance, accounting, business administration, or related field and at least 7 years of experience within these responsibilities.
- Deep understanding of nonprofit accounting, fund accounting, and financial reporting requirements.
- Knowledge of administrative office policies & procedures, audit preparation & compliance, GATA & GAAP knowledge strongly desired.
- Experience overseeing human resources, operations, and technology functions.
- Strong leadership and project management skills.
- Excellent analytical, problem-solving, and communication abilities.
- Familiarity with accounting software, i.e. QuickBooks Online
- Ability to accept, understand and relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.
- Time flexibility for occasional evening or weekend work.

This opportunity profile reflects typical duties, and reasonable accommodations will be provided for qualified individuals with disabilities.

Compensation and Benefits

The position is a salaried, exempt, full-time position with a salary range of \$100,000 to \$115,000 annually, depending on professional and lived experience. Additionally, ZCenter offers a competitive benefits package, including but not limited to medical, vision, and dental insurance, PTO, and holidays. The position will function within a hybrid working environment after 3 months of employment with 3 days on-site at the Gurnee, IL office and 2 days remote.

How to Apply

ZCenter has retained Morten Group, LLC, to conduct this search. Applicants are to complete the form available at mortengroup.com/executive-placements/zcenter, including the submission of a cover letter and resume in PDF format by the best consideration date of **Tuesday, December 30**. Cover letters will be evaluated as a writing sample.

ZCenter is an equal employment opportunity employer dedicated to the fair and equal treatment of all its employees without regard to age, gender, race, color, religion, creed, national origin, ancestry, sexual orientation, disability, political or union affiliation, maternity status, parental status, military status, or any other basis prohibited by law. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions of the job.