

## **DIRECTOR OF FINANCE/ CFO**

SKILLS is seeking a **Director of Finance** to lead and manage all finance functions in a forward looking, nonprofit organization. This executive level position plays a key role in the strategic growth and development of a long-standing, \$9+ million, 130-staff, organization. This position is the strategic executive finance leader handling everything from the development and execution of business activities, coordinating investment goals, managing short and long-term financial projections, directing a team, and assisting on all legal and business documentation. To be successful in this role, you should have in-depth knowledge of risk management methods and the ability to create forecasting models. Ultimately, you will ensure we manage our resources in the most beneficial way and help maximize our funding.

SKILLS provides residential and community-based support to people with intellectual and developmental disabilities. With 13 homes, 3 community support programs, and several other individualized programs, it is a tremendous opportunity to use your financial management and leadership skills to make a positive difference in the lives of hundreds of people with intellectual disabilities in central Maine.

SKILLS offers competitive wages (\$82,000-\$88,000) and benefits, a supportive and collaborative work environment including flex-time schedules and partial remote work options, professional development, education and training.

Responsibilities include financial planning, budgeting, reporting, cash-flow, audit management, and supervising the accounting department to ensure smooth day-to-day transactions.

Key skills and capabilities:

- Excellent knowledge of data analysis, risk management and forecasting methods
- Hands-on experience with accounting and financial management software (e.g. Quickbooks) and payroll software
- Expertise in MS Excel
- Analytical skills
- Ability to explain financial terms in simple language
- Familiarity with the way nonprofit organizations are structured

Key Responsibilities:

- Forecast return on investment (ROI) for current and future programs
- Prepare, analyze, and present financial annual budget, plans, and reports.
- Track important KPIs and analyze trends
- Communicate current and future financial matters, opportunities and risks to the Executive Director and the Board of Directors.
- Support multiple departments in financial planning and monitoring.
- Oversee cash flow management and forecasting.
- Coordinate the annual audit process.
- Oversee financial and related software applications.
- Support, guide, and supervise members of the finance team.
- Monitor and ensure compliance with nonprofit accounting principles, practices and regulations.

- Oversee and manage vendor relationships including vehicle fleet management
- Develop and manage a capital facilities plan and budget in coordination with the Facilities Manager.
- Relationship management with external partners and stakeholders to include funders, donors, banks, vendors and legislators.

Qualifications:

- BA/BS in finance, accounting, or related field; MBA or other graduate degree preferred but not required;
- 5-8 years of progressive leadership experience including experience in a multi-faceted business, nonprofit, or public sector organization.
- 7-10 years of training and experience that demonstrates capability of organizing and carrying out the tasks described above at the executive level

Cover letters and resumes will be accepted until the position is filled. Please email information to Barbara Richard, Human Resources Department, at [brichard@skillsinc.net](mailto:brichard@skillsinc.net)

SKILLS is an Equal Employment Opportunity (EEO) employer.