

Director of Finance and Employee Benefits | Salaried | 25-30 hr/wk

Join an organization that makes a difference.

Family Service Center (FSC) is looking for an experienced candidate to be an integral part of our collaborative mission-focused leadership team. The Director of Finance and Employee Benefits will manage day-to-day financial operations, staff benefits, and facilitate the preparation of an annual audit. They will also ensure regulatory compliance and support meeting the organization's overall fiscal goals. They will be energized by working with a mission-focused team committed to supporting mental health in communities served.

About FSC:

FSC is a growing not-for-profit community-based mental health agency in Northfield, Illinois. We serve clients of all ages in the surrounding communities with in-person and telehealth counseling sessions, currently in English, Spanish, and Mongolian. We offer services on a sliding scale and accept many insurance providers to minimize barriers to access. We also serve our community through outreach and educational programs delivered in partnership with local schools and organizations, to many different groups including parents, educators, seniors and the community at large. We are working to expand our preventative and skill-building educational offerings. We believe everyone deserves emotional and mental well-being.

Position Highlights:

- Part-time | Monday – Friday schedule required
- In-person | some remote work flexibility
- Reports to Co-Executive Director [Operations]

What You Will Need:

- Bachelors Accounting or Finance degree required; CPA license preferred
- At minimum, five years of accounting/ finance experience using GAAP standards. Experience at a not-for-profit agency is preferred.
- Ability to create clear and concise financial reports to aid in the functioning of the agency
- Ability to interpret and communicate financial results effectively
- Vendor management experience
- Ability and experience identifying and implementing process improvements
- Ability to work independently yet collaboratively and maintain confidential data
- Excellent organizational and project management skills
- Proficiency using QuickBooks and Excel

What You Will Do:

Accounting & Finance Responsibilities:

- Oversee vendor payments and provide regular analysis of vendor quality, pricing fairness and makes retention recommendations. Maintains vendor records in compliance with office and regulatory needs.
- Oversees agency insurance requirements, policies, and manages vendor relationships. Proactively shares analysis based upon agency objectives, budgets, shifts in regulations, and identifies areas of concern.
- Oversee client invoicing process including identification of discrepancies and unpaid status. Prepares and submits FSC client invoices as needed. Identifies issues and brings them to the attention of admin team/Co-Executive Directors.
- Day-to-day oversight and management of banking and investment accounts. Includes management and recording of deposits, payments, and account reconciliations; cash management and cashflow projections.
- Assures compliance with state and federal regulations, GAAP, and Board bylaws & policy; recommends, establishes, and maintains appropriate internal controls.
- Prepares monthly financial reports for management and Board oversight. Proactively shares analysis based upon agency objectives, budgeted cash flow needs, and identifies areas of concern. Acts as staff liaison for FSC Board Finance Committee and participates in Board Finance committee and Board meetings as needed.
- Prepares financial reports on an ad hoc basis as needed for grantors, donor communications, or other agency needs.
- Facilitates and manages the annual budget and financial forecasting processes.
- Coordinates and manages the annual audit process, collaborating with staff, outside CPA, and Board Treasurer as needed, ensuring a timely and quality annual audit and related regulatory filings.

Employment Related Responsibilities:

- Manages and completes all payroll requirements for Employees (W-2) and Independent Contractors (1099) ensuring compliance with all state, federal, and IRS regulations and reporting.
- Manages employee benefits and is liaison between benefit providers and employees, assuring compliance with all state, federal, and IRS regulations.
- Collaborate with Co-Executive Directors to keep Employment Policy Manuals current and enforce policies through regular monitoring.
- Manages and maintains employee personnel files.

Benefits (Full and Part Time)

- Some remote work and scheduling flexibility
- Simple IRA Retirement Plan with Employer match
- Paid time off programs

Benefits (Full-Time*)

- Medical and dental insurance (including prescription and pharmacy benefits) with employer contribution
 - 15 vacation days (after initial onboarding period)
 - 11 paid holidays
 - Paid sick time
 - Life Insurance
 - Short-Term Disability Insurance
- *30 hour per week employees are eligible

FSC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive work environment within the nonprofit sector.

Please send letter of interest and resume to cnorthwick@familyservicecenter.com to apply.