



Director of Finance

Do you want a job that engages both your head and your heart? Do you want to go home at night feeling fulfilled, rather than exhausted?

St. Francis Community Services (SFCS), an agency of Catholic Charities of St. Louis, is seeking a full-time **Director of Finance** to oversee the fiscal management of the agency. SFCS assists more than 2,600 impoverished and marginalized individuals throughout the St. Louis region each year. The agency provides multiple programs for diverse people in the areas of legal assistance, immigrant services and long-term case management.

In collaboration with the agency's Executive Director and program leaders, the Director of Finance will work to fiscally control operations while supporting the health and strategic advancement of the mission. This position is both hands-on, requiring preparation of invoices, payables, billings, budgets, and reports, as well as high-level, requiring managing the performance of grants and contracts, analyzing budget variances, forecasting the results of operations and cash flow, and supporting the Board of Directors' Finance Committee. The successful candidate will have excellent analytical and problem-solving skills, be accountable for results, be attentive to details and deadlines, demonstrate passion for the mission of SFCS, and embrace a diverse workplace and client population.

This is a full-time, salaried position with benefits. The Director of Finance reports to SFCS' Executive Director. Salary is negotiable, depending on experience.

Qualifications:

- Minimum bachelor's degree in accounting, finance or related field; MBA or CPA is a plus.
- Minimum five years' experience being responsible for preparing and analyzing full financial statements and explaining those financials to management and the board.
- Minimum five years' experience with preparing an annual budget and monthly forecasting.
- Takes initiative to ensure the accuracy of the financial statements.

- Experience with ensuring adequate controls over the financial statements.
- Ability to quickly learn the key aspects of financials and operations.
- Energetic, team player good with taking on new tasks and wanting to be helpful with all areas of and personnel at the agency.
- Demonstrated ability to be detail-oriented, hands-on, as well as high level.
- Great judgment, accountable, reliable, and highly ethical.
- High proficiency in Microsoft Office software (Excel, Outlook, Word, Access).
- Experience with the Lawson or similar financial software is a plus.
- Experience in non-profit and grant accounting is preferred.
- Demonstrated familiarity with government agencies and tax credit programs is a plus.

To apply, send cover letter and resume with salary requirements to Les Lexow, Director of Human Resources, at llexow@ccstl.org.

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