



Connecting Older Adults with Community-based Resources and Options

Director of Finance and Administration

AgeOptions, the Area Agency on Aging of Suburban Cook County, is committed to improving the quality of life and maintaining the dignity of older adults and those who care about them – through leadership and support, community partnerships, comprehensive services, accurate information and powerful advocacy.

AgeOptions is recognized nationally as a leader in developing and helping to deliver innovative community-based resources and options to older populations in transition and serves more than 128,000 people annually. AgeOptions has an internal budget of \$2.7 million and provides over \$13 million in grants and contracts to community based senior service organizations. AgeOptions receives federal, state, private, foundation, and individual charitable contributions. For more information, please visit our website at: www.AgeOptions.org.

Purpose

Under the direction of the Chief Operating Officer (COO), the Director of Finance and Administration is responsible for all financial matters for Age Options. This position will work closely with the CEO to execute the organization's financial vision. In addition, this position will partner with other senior leaders and the board of directors to develop and implement financial strategies across the organization. The Director of Finance and Administration serves as the Treasurer of the corporation and is expected to attend meetings of the board.

Essential Functions

Financial Management

- Responsible for budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new programs. Ensure availability of funds as needed.
- Responsible for cash, investment, and asset management.
- Responsible for financing strategies and activities, as well as banking relationships.
- Oversee all accounting functions to ensure proper maintenance of accounting systems, processes, and procedures.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Coordinate all audit activities.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and AgeOptions board of directors.

- Oversee the preparation and communication of monthly and annual financial statements.
- Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections. Maintain relationships with investment advisors and recommend changes in investment strategy to finance committee of the board.
- Ensure legal and regulatory compliance regarding all financial functions including preparation of the 990, federal guidelines for contracts and grants, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Administrative Leadership and Management

- Serve as a business partner to the CEO, COO and senior leadership team on the organization's financial, budgeting, and administrative processes – including HR, payroll and benefits functions – with an eye to continuously developing and improving systems.
- Lead AgeOptions technical staff and consultants to design an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- Oversee the organization's physical infrastructure, system maintenance (phone system, security, cleaning, supplies, etc.), office equipment, and inventory of assets.
- Oversee the human resources function to ensure development and execution of effective people practices and procedures.
- Assure all business insurance and risk management functions are up to date and sufficient.
- Serve as risk manager for organization in functional areas including compliance, computer and office security; volunteer management; and emergency preparedness.
- Manage the organization's insurance program, including employee health, dental and other forms of insurance; officers and directors insurance; general liability and property loss insurance, workers compensation, etc.
- Manage real estate activities including leases, landlord relationships, parking privileges, etc.
- Coordinate legal affairs relating to contracts, vendor relationships, employee relationships, etc.

Education and Experience Requirements

Bachelor's degree in Business, Management, or Finance required and major in accounting preferred; MA in Business, Management, or Finance or MBA preferred. CPA is highly desirable. Candidate will have eight to ten years of professional experience, including managing the finance and administration of a \$2 million to \$5 million nonprofit organization. Experience managing finance (accounting, budgeting, financial control, and reporting) for a complex organization with multiple funding sources is required. Significant experience managing other administrative functions, including human resources, IT, and infrastructure also required. The Director of Finance and Administration will also have the following experience and attributes:

- At least five years experience as a Director of Finance and Administration, preferably in a nonprofit organization with a budget of at least \$5 million, managing complex funding sources including federal, state, foundation, and private funding.
- Experience in a senior financial management role, partnering with senior leaders and board of directors, resulting in the development and implementation of creative financial management strategies.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting. Experience with SAGE/MIP, a fund accounting software system is preferred.
- Management experience must include significant understanding of and oversight of audit, compliance, budget, human resources, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Excellent written and oral communication skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Personal qualities of integrity, credibility, and a commitment to AgeOptions mission.

Please e-mail resume with cover letter and salary requirements to: HR@AgeOptions.org; or fax to: (708)524-0870; or mail to AgeOptions, 1048 Lake Street Suite 300, Oak Park, IL 60301. AgeOptions is an equal opportunity employer. Selection process will include successful completion of a comprehensive background screening. This is a full time position with a competitive salary and excellent benefits package. Deadline to apply: August 31, 2009. No phone calls will be accepted regarding this position.