



Position Description

POSITION TITLE: Director of Finance & Human Resources

REPORTS TO: Executive Director

CLASSIFICATION: Exempt

FUNCTION: Management

POSITION SUMMARY

The Director of Finance and Human Resources is a key leadership role responsible for overseeing all financial and human resources functions within the organization. This includes strategic financial planning, budgeting, accounting, payroll, benefits administration, talent acquisition, employee relations, and ensuring full compliance with labor laws. The ideal candidate is a proactive, strategic thinker with exceptional leadership abilities, capable of driving financial stability and fostering an efficient, inclusive, and high-performance work environment for Joe's Kids. This position plays a critical role in supporting organizational growth and ensuring operational excellence across finance and HR functions.

ESSENTIAL JOB FUNCTIONS

1. Financial Management:

- Lead the development and execution of comprehensive financial strategies, policies, and best practices to ensure sustainable financial growth and compliance with regulations.
- Oversee all budgeting, forecasting, and financial planning activities to ensure the organization's financial health and alignment with strategic objectives.
- Manage accounting operations, including accounts payable, receivable, and general ledger, ensuring accuracy and efficiency.
- Prepare and present accurate and insightful financial statements, reports, and analyses for senior management and stakeholders to inform decision-making.
- Ensure compliance with all financial reporting standards, tax laws, and regulatory requirements, and proactively mitigate financial risks.

2. Human Resources Management:

- Lead the development and implementation of strategic HR policies, procedures, and initiatives to attract, retain, and support top talent aligned with the organization's mission and goals.
- Oversee all aspects of recruitment, onboarding, employee retention, and workforce planning to build and maintain a strong and engaged team.
- Manage employee relations, including addressing performance management, conflict resolution, and fostering a positive organizational culture.
- Administer competitive compensation and benefits programs, ensuring that they are aligned with industry standards and the needs of the workforce.
- Ensure compliance with all relevant labor laws, regulations, and workplace policies, promoting a fair and equitable working environment.

Our mission is to equip children with diverse abilities to realize their full potential through care, community, and connection.

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3. Leadership and Strategy:

- Provide strategic direction and leadership to the finance and HR teams, ensuring alignment with broader organizational goals.
- Collaborate closely with senior management to integrate financial and HR strategies into the organization's long-term objectives.
- Cultivate a positive, inclusive, and high-performance workplace culture, focused on employee well-being, engagement, and professional development.
- Continuously assess and improve internal processes, systems, and practices to enhance operational efficiency and the effectiveness of both finance and HR functions.

QUALIFICATIONS:

- Bachelor's degree in Finance, Accounting, Human Resources, or a related field (Master's degree preferred).
- Professional certifications such as CPA, CFA, SHRM-CP, or SPHR are highly desirable.
- Minimum of 10 years of experience in finance and human resources, with at least 5 years in a leadership or senior management role.
- Extensive knowledge of finance and HR principles, best practices, regulations, and compliance requirements.
- Proven ability to think strategically, solve complex problems, and make data-driven decisions.
- Exceptional interpersonal, communication, and team leadership skills.

SKILLS AND COMPETENCIES:

- Strong leadership and team management abilities, with experience in leading cross-functional teams.
- Advanced financial analysis and reporting skills, including budgeting and forecasting.
- Expertise in HR management, including recruitment, employee relations, and performance management.
- Strategic planning and execution, with a focus on organizational growth and alignment.
- Proficiency in compliance, risk management, and the application of regulatory standards.

PHYSICAL DEMAND CAPACITY:

- Sitting: Routinely for 1-2 hours uninterrupted.
- Lifting: Occasionally light loads (5-10 pounds).
- Bending & Reaching: Routinely for office duties.
- Walking: Routinely to access other personnel and departments.
- Viewing Monitor Screen/Using Keyboard: Routinely for durations exceeding 1 hour.



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EXPOSURE DETERMINATION:

- Has the potential for hazardous substance exposure due to work duties.
- Has no potential for bloodborne pathogen exposure due to work duties.

HIPAA STATUS:

- Eligible for access to/use of Protected Health Information (PHI) and Electronic Protected Health Information (EPHI) based on work duties and responsibilities, in compliance with 'minimal necessary' standards.

Joe's Kids has reviewed this job description to ensure that essential functions and basic duties are accurately represented. This document serves as a guideline for job expectations and reflects the responsibilities and skills necessary for successful performance in this role. It is not intended to be an exhaustive list of all tasks or responsibilities, and management reserves the right to modify the job description as required.

Employee Acknowledgment:

By signing below, I acknowledge that I understand and agree to the responsibilities outlined in this job description. I have had the opportunity to discuss and seek clarification on any aspects of the position.

Employee

Date