

Director of Finance and Operations

About Groundwork RVA:

Groundwork RVA is a youth development organization working to transform the natural and built environment of Richmond, VA in community supported and led initiatives that work at the intersection of the environment, equity, and civic engagement. Through inclusive, meaningful community engagement and cross-sector collaboration, Groundwork RVA creates learning and hands-on skills-based opportunities to create a greener, more sustainable future that includes youth voice and emphasizes the needs of our historically disenfranchised communities. Interested candidates should review our website, <http://groundworkrva.org>.

Position Summary:

Reporting to the Deputy Director, and working closely with the Executive Director and accountant, the Director of Finance and Operations will provide financial oversight for the organization and be responsible for the entire range of financial management, from daily operations to high-level management. The current annual budget of the organization is approximately \$1.2 million. This position is responsible for performing all bookkeeping, financial processing, reporting, and related data management functions. This includes system administration, management, and maintenance of all Quickbooks functions: AP/AR management; payroll management; annual audit preparation; contract and budget management, tracking, and forecasting; preparing and submitting reimbursable grant invoices; and all other critical fiscal management responsibilities.

Primary Roles & Responsibilities:

Finance Management - 75%

- Lead AP/AR
- Biweekly payroll processing and updates to online payroll system
- Finance administrative tasks - scan and file financial records, monitor office expenditures, and make bank deposits. Knows and adheres to generally accepted accounting principles (GAAP)
- Monthly bank account and credit card reconciliations, follow-up on AR
- Coordinates with Program and Projects Managers to make sure all receipts are received and uploaded
- Complete monthly and year-end close-out tasks
- Manage organizational cash flow and forecasting
- Lead the annual audit and 990 preparation processes in consultation with external auditor
- Serves as point of contact for outsourced CPAs
- Builds and manages monthly, quarterly, and annual reports and forecasts.
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures, as needed. Train staff on procedures as needed
- Collaborates with Executive and Deputy Directors and Program Managers to create budgets and cash flow planning.
- Assists Development and Communications Manager with data and reporting as needed
- Assists other staff as needed:
 - Systems implementation (time keeping, expense tracking, invoicing, etc)
 - Budgeting
- Leads Financial aspects of Grant Management
 - Manage all fiscal transactions for state, federal, and foundation grants including monthly invoicing for reimbursable grants; monitor grant expenditures and compare to the approved budgets; provide grant financial status reports, as requested

- o Provide timely financial data to Deputy Director and Program Managers so that staff can manage projects effectively within these budgets
- o Ensure income and expenses are allocated to the appropriate grants and programs

Operations: 25%

- Office management - manage mail, purchase office supplies and equipment, act as liaison with vendors, maintain office equipment, coordinate meeting space, act as the point person for insurance, records management; manage building issues.
- Serves as point of contact for organization - greet visitors; interact frequently with vendors and service providers; respond to inquiries by email and phone.
- Information Systems (IS) administrative tasks – manage and coordinate GWRVA outsourced IT vendors and be the point of contact for GWRVA IT systems and equipment.
- Serves as the administrator for Payroll software (Gusto) and internal processes related to personnel

Qualifications, education and experience:

- Passion for Groundwork RVA’s mission.
- 5+ years of bookkeeping, financial, and operations experience.
- Highly organized and able to track finances, multiple projects, budget details and deadlines.
- Ability to work both independently, and as a team player productively engaging with others within and outside of the organization.
- Bachelor’s in accounting preferred, however, professional experience may be presented in lieu of degree.
- Proficient in QuickBooks and Microsoft Excel
- Has extensive experience invoicing reimbursable local, state, federal grants/contracts
- Understands revenue and expense allocations and can track those allocations against grants
- Strong knowledge of Generally Accepted Accounting Principles (GAAP)
- Experience with payroll systems
- Sensitivity to all gender expressions, comfort working alongside LGBTQ+ youth, and an awareness of, sensitivity to, and celebration of racial and ethnic differences.

Compensation

Competitive salary, commensurate with experience and qualifications. This position is full-time exempt, with an anticipated range from \$65-70,000. Health insurance (75% paid), vision and dental; generous vacation, sick, and holiday leave. Retirement benefit with employer match. Flexible work-from-home hours are possible, but the nature of the position necessitates that the Director of Finance and Operations be a consistent, in-person presence throughout the week.

Applications

Please submit a cover letter and resume all in one document to info@groundworkrva.org. Applications will be accepted on a rolling basis. All applications sent on or before July 31st are guaranteed review. Target Start Date: Sept 1, 2024. Only those selected for interviews will be contacted – your understanding is appreciated.

Groundwork RVA is an equal opportunity employer, committed to maintaining and growing a diverse team, and an anti-racist organization committed to doing business in keeping with core values of relevance, equity, diversity, and inclusion.