



Title: Director of Finance
Reports to: Founder/CEO
Classification: Exempt
Location: Ross, CA office
Supervises:

Position Overview:

The **Director of Finance** is a leadership role responsible for the oversight, planning and management of all aspects of the finances of The Representation Project. The Director of Finance's scope includes Finance, Human Resources, Insurance, along with leadership across other areas – strategy, development, governance – where the Director of Finance brings unique experience. The Director of Finance works closely with the Managing Director & President/CEO to create the financial and HR related strategies and structures the organization needs to achieve its mission.

Director of Finance – Primary Duties:

Finance

- Develop and monitor annual operating budget, as well as project and grant-specific budgets as needed.
- Provide financial reporting, analysis and costing to Founder/CEO, Board and staff to support decision-making and organizational efficiency.
- Establish policies and procedures consistent with requirements and industry best practices.
- Handle bookkeeping and ensure income and expenses are properly categorized, accounts reconciled and receipts in order.
- Manage cash flows and cash position of the organization.
- Manage the fiscal sponsorship of any film projects.
- Review payroll, withholdings and required filings to ensure compliance.
- Complete all required filings, including but not limited to preparation of Form 990 (with assistance from third-party CPA firm) and California Sales Tax.
- Monitor insurance levels to minimize risk, propose changes/upgrades as needed to safeguard the organization.

Human Resources

- With legal counsel, review and update Personnel Handbook annually, and communicate existing and new policies effectively to staff.
- Maintain personnel files and assist employees with any questions regarding HR.
- Work with payroll company on pay and accrual tracking.
- Analyze and propose changes, as needed, to benefits package, to ensure that total compensation of employees is consistent with organizational values and budget.
- Work with Managing Director and legal counsel on any matters related to Human Resources

Qualifications:

- Successful track record as a leader in a nonprofit organization.



- 10+ years experience in nonprofit finance, managing budgets, risk, cash flows and overall financial health of an organization.
- 5+ years experience with HR management.
- Experience with the design and implementation of HR strategy, policies, and procedures.
- Disciplined, organized, resourceful and efficient.
- Strong attention to detail.
- Superior communication skills.
- Ability to work in a fast-paced environment.
- Team player with a strong work ethic, ability to solve problems.
- Proficient in Quickbooks, Excel, PC/Mac.
- Bachelor's degree required, MBA, CPA or other advanced degree preferred.

To apply, please email cover letter and resume, Subject: Director of Finance, to dani@therepresentationproject.org.

Please: no phone calls.

Please note that due to our workload and staffing, only candidates selected for interview will be contacted.