



Berkeley Humane

Position Title: Director of Finance & Human Resources **Department:** Administration

Reports to: Executive Director

Salary Range: DOE

Classification: Full Time

FLSA STATUS: Exempt

SUMMARY: The Director of Finance & HR contributes to the overall success of Berkeley Humane by effectively managing all financial tasks for the organization. The Director of Finance partners with the Executive Director and senior management team in strategic decision making and operations.

DUTIES & RESPONSIBILITIES:

Financial accounting and reporting

- Develop and present timely and accurate financial reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met
- Create annual organizational budget with Executive Director and approve and monitor departmental budgets
- Coordinate and lead the annual audit process, including preparation of all supporting information and consult with the Board's Audit Committee and the external auditors as necessary
- Assist Program Directors and Managers with the preparation of budgets for funding applications
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Oversee the management of all leases, contracts, and other financial commitments
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation

- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Consult with the Treasurer, Finance Committee and/or Audit Committee as appropriate
- Assist the Executive Director and the Board Treasurer with financial reporting as required

Human Resources

- Further develop Berkeley Humane's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting
- Ensure that recruiting processes are consistent and streamlined.
- Direct all personnel procedures including the recruitment, employment, and salary administration of all employees consistent with Berkeley Humane policies and procedures
- Ensure all personnel procedures are conducted in full accordance with all federal and state regulations.
- Negotiate and manage the employee insurance and benefits plans
- Monitor performance and compliance of benefit programs

QUALIFICATION, SKILLS & ABILITIES

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- A successful history in setting priorities; keen analytic, organization and critical thinking skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Berkeley Humane
- Excellent interpersonal communication skills, including ability to resolve disputes, negotiate conflicts and observe confidentiality
- Ability to use PC and widely used software packages, e.g., spreadsheets (Excel), word processing (MS Word); Ability to learn new software as necessary

Physical Demands: This work is performed in office and shelter surroundings. Typical positions require workers to walk or stand for extended periods, lift and carry up to 50 pounds, climb stairs, bend, reach, hold, grasp and turn objects and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision or hearing.

Work Environment: There is a potential of exposure to parasites and infectious diseases that can be carried and transmitted by animals. Workers are subject to animal bites and scratches

and constant exposure to animals, animal noises, and animal allergens under conditions with no alternatives available. Work is subject to frequent interruptions. Employee is subject to work outdoors in a variety of weather conditions. Although all efforts are made to adopt out all of the animals we take into our care, some animals will be euthanized for disease, quality of life, or behaviors unsuitable for adoption into our community.

Berkeley Humane is an Equal Opportunity Employer

Berkeley Humane is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of volunteers and staff. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our volunteers and staff invest in their work represents not only part of our culture, but our reputation and Berkeley Humane's achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.