



Berkeley Humane

Position Title: Director of Accounting & Human Resources

Department: Administration

Reports to: Executive Director

Salary Range: DOE

Classification: Full Time

FLSA STATUS: Exempt

SUMMARY: The Director of Accounting & HR contributes to the overall success of Berkeley Humane by effectively managing and implementing all financial tasks for the organization. This is a hands-on position requiring a broad range of skills. The Director of Finance & HR partners with the Executive Director and senior management team in strategic decision making and operations and supervises the Accounting Coordinator and Thrift Shop Manager.

DUTIES & RESPONSIBILITIES:

Financial accounting and reporting

- Close and reconcile accounts on monthly basis, making necessary journal entries; produce and present timely and accurate budget vs. actual and other financial reports using QuickBooks Online and Excel
- Reconcile bank, merchant and investment account statements on monthly basis
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll journal entries
- Document and maintain complete and accurate supporting information for all financial transactions
- 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 Senior Management
- Coordinate and lead the annual audit process, including preparation of all supporting information
- Manage the cash flow and prepare cash flow forecasts in accordance with Board policy
- 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
- Present reports to Board of Directors, Treasurer, Finance Committee and/or Audit Committee as appropriate
- Supervise Accounting Coordinator and Thrift Shop Manager

Human Resources

- Work with HR Outsourcing company to manage Berkeley Humane's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Work with HR company to negotiate and manage the employee insurance and benefits plans

- Ensure that recruiting processes are consistent and streamlined.
- Implement 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.

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 annual audit preparation
- 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 hands-on multi-tasker with the ability to wear many hats
- 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 can 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.