



Director of Finance

The Coalition for Homelessness Intervention and Prevention (CHIP) drives a system-wide, community response to make homelessness rare, brief, and nonrecurring. Through leadership and collaboration, CHIP secures and leverages funding to support the homeless service sector, manages and analyzes data at both a micro and macro-level, advocates for policy change at the local, state, and federal levels, and project manages the strategies in *The Indianapolis Community Plan to End Homelessness: 2018-2023*. CHIP serves as the collective impact backbone agency working towards the goal of ending homelessness in Indianapolis.

Position Summary and Key Responsibilities

CHIP recognizes the key to success is a strong and cohesive organization that is well-managed, supported, and fiscally sound. The Director of Finance is a critical member of the leadership team with broad responsibility for the organization's finances and relationships with partners, funders, and others. The successful candidate will be hands-on and will play a critical role in the strategic decision-making and operations of the organization. The Director will work closely with the Executive Director, the Director of Organizational Operations, the CHIP Board Treasurer, the United Way of Central Indiana finance and accounting team, the City of Indianapolis, external auditors, and external vendors to ensure the timely administration and execution of contracts, invoices, payments, grant claims, and financial reports. This position is responsible for the fiscal management, oversight, and financial reporting for the organization. This position requires a candidate who can perform both the transactional work of the organization (i.e., bookkeeping) and financial analysis work (i.e., controller).

The following duties and responsibilities are intended to describe the general nature and scope of work of this position. They are not intended to be completely exhaustive or inclusive of all responsibilities, duties, and skills required and fall into three key categories (1) executive leadership; (2) Financial Services; and (3) Grants Management:

Executive Leadership

- Serve as part of the CHIP leadership team reporting to the Executive Director
- Work collaboratively with CHIP Board Treasurer and finance committee
- Support the strategic decision-making and efficient operations of the organization
- Support the Executive Director and the board in the development of strategic plans and annual operating budgets

Financial Services

- Ensure timely financial reporting and compliance integrity
- Manage organizational cash flow and forecasting
- Oversee and guide the annual budgeting and planning process with the Executive Director and CHIP Board of Directors.



- Administer and review all financial plans and budgets, monitor progress and changes, and keep Executive Director informed of the organization's financial status.
- Prepare and support the CHIP Board Treasurer to present financial reports to the CHIP Board of Directors
- Perform the day-to-day transactional and accounting needs of the organization
- Serve as the primary liaison with the United Way of Central Indiana to ensure accurate accounting, including accounts payable approvals, personnel costs, journal entries to the general ledger timesheets, financial reports, etc. to maintain and support the fiduciary partnership with United Way of Central Indiana
- Oversee and monitor contracts with vendors, consultants, and contractors
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee, and assess any changes necessary.
- Implement a robust contracts and grants management reporting system
- Review, recommend, and implement updates to all necessary business policies and accounting practices

Grants Management

- Coordinate with executive director and project managers to ensure timely compliance with the terms and conditions of grant and contract agreements
- Work closely with the City of Indianapolis to manage timely federal grant administration processes (pre-contracting, contract oversight, grant claims, spend-down, grant financial reporting)
- Ensure timely tracking and reporting to the Executive Director and board of directors of all grant funds (claims, drawdown, reporting)
- Communicate with project managers routinely regarding available fund balances
- Collaborate with the Executive Director and project managers to review and monitor agreements with sub-grantees and consultants to ensure adherence to policies, procedures, and reporting requirements
- Act as a liaison to auditors regarding federal grant awards



Professional Experience and Qualifications

Listed below are the minimum and preferred qualifications, knowledge, skills, and abilities for this position. Reasonable accommodations may be made to ensure individuals with disabilities are able to perform the essential functions.

Education

- Minimum of a BA in accounting, finance, or business. MBA/CPA preferred.

Experience

- Minimum 3 years of experience. 5 + years preferred.
- Non-profit accounting and grant management experience preferred.
- Expertise with Microsoft Office applications (Outlook, Excel, Word, PowerPoint) and QuickBooks required. Experience with Sage Products (Intacct, MIP) preferred.

Knowledge, Skills, and Ability

- Detail oriented
- Highly organized
- Highly communicative
- Tech savvy
- Ability to utilize critical thinking skills to problem solve and identified opportunities for improvement (experience in problem solving methodology like Lean or Six Sigma is a plus)
- Driven with a bias towards action and implementation
- Effective time management skills and ability to prioritize activities and timelines
- Flexible, ability to adapt to change and work in a fast-paced, fluid environment
- Innovative and willing to articulate opportunities for change
- Collaborative, calm, and confident with ability to work within deadlines and with various stakeholders
- Excellent written and verbal communication skills and experience working with different communication styles
- Ability and experience working with individuals from diverse economic, racial, physical, and sexual orientation backgrounds
- Willingness to ask critical questions and identify opportunities for continuous improvement
- Commitment to professional learning and development



COALITION FOR
HOMELESSNESS
INTERVENTION
& PREVENTION



Work Environment

The employee will be in an office setting but may also need to adapt or adhere to working remotely, as the work environment is constantly evolving to meet demands and the current public health environment. Employee must be adaptive to and able to thrive in a culture of continuous change and improvement. The work environment is also:

- Collaborative
- High-energy
- Fun yet professional
- Flexible with a high degree of autonomy
- High-pressure at times

The office is open Monday- Friday between 8:30 AM – 5:00 PM. Parking is available onsite and free. Office space may be private or shared, depending on availability. Remote work platforms are in place (SharePoint, OneDrive, Zoom, Teams, etc.)

Core Competencies

- Accountability
- Initiative
- Respect
- Excellence
- Strategic Thought
- Problem Solving
- Effective Communication
- Teamwork and Collaboration
- Inclusivity and Equity

CHIP is committed to fostering an equitable and inclusive culture. Successful candidates will commit to creating and supporting an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive and person-centered language, and cultural awareness and sensitivity.

Position Leader: CHIP Executive Director

Salary Range: low to mid \$70's

Benefits: Complete benefits package available

Preferred Start Date: May 15th, 2021

Qualified candidates should apply by sending a cover letter and resume to Whitney Johnson at wjohnson@chipindy.org . Please reference the position title in the subject line of the e-mail.