



JOB DESCRIPTION

Position Title	Department	Reports to
Director, Finance & Human Resources	Administration	Executive Director
Employment Status (check all possible)	FLSA Status (check all possible)	Effective Date
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	April 2022

MISSION STATEMENT

The mission of House of Mercy is to live the spiritual and corporal works of mercy by serving the poor with unconditional love. House of Mercy is a homeless shelter that provides hope, healing, compassionate care, unconditional love, and a sense of community. We serve the poorest of the poor and the most vulnerable among us - the mentally ill, the alcohol and drug addicted, the lonely, the broken, the imprisoned, and the unwanted. We welcome everyone, without judgment. We offer safe, comfortable shelter, food and clothing, and basic needs support. Our spirituality and radical love define us.

POSITION SUMMARY

The Director Finance & Human Resources works in partnership with the Executive Director to create and execute strategic financial and human resources objectives. The successful incumbent oversees the administrative and personnel aspects of less than 30 employees and supports a budget of \$2.5MM. This Senior Management position requires a compassionate independent thinker with exceptional communication skills paired with analytical and technical skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

FINANCE (70%)

With consideration to the operational priorities determined by our mission, and directives from the Executive Director and the Board, the Director of Finance is responsible for all aspects of fiscal management for budget that is \$2.5M and growing.

The essential functions include, but are not limited to, the following:

- Analyze and present financial reports; clearly communicate monthly and annual financial statements; collect financial reporting materials for donors, and oversee all financial, project/program, and grants.

- In cooperation with the Board Treasurer, coordinate and lead the annual audit process; assess and execute necessary changes.
- In cooperation with the Board Treasurer and the Executive Director, lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes; keep the Executive Director and Board of Directors abreast of the financial status.
- Manage organizational cash flow and forecasting.
- Cooperate with department heads to manage purchasing.
- In cooperation with the Treasurer and Executive Director develop and oversee financial controls
- Update and implement all necessary business policies and accounting practices; improve the finance departments overall policy and procedure manual.
- Communicate and present critical financial matters to the Treasurer and Board of Directors.
- Manage accounts payable and receivable.
- Other administrative duties as necessary.

HUMAN RESOURCES (30%)

The Director of Finance and Human resources understands and executes the goals and strategies related to staffing. House of Mercy maintains less than 30 employees. Human resources policies, procedures and protocols are established, however need to be maintained. In cooperation with the Executive Director, the Director of Finance and Human Resources utilizes:

- ADP Workforce Now to help facilitate payroll;
- A reliable and responsive volunteer lawyer to support legal concerns and employment practices;
- An engaged benefits broker to support health insurance plans and offerings; and
- As needed, an outsourced generalist human resources consultant to advise and assist with implementation of new initiatives.

Specific Human Resources responsibilities are:

- Approves and distributes the weekly payroll – ensuring that all employees are paid correctly and fairly. The primary contact for any compensation related concerns.
- Oversees timeclock operations and ensure that staffing expenses are in line with the House of Mercy budget and policies including staff usage of Paid Time Off and Overtime.
- In cooperation with leadership team, supports the review of employee performance, recommends annual bonuses in December, and pay increases in June.
- Ensures that compensation and benefits offerings for employees are reasonable and competitive.
- Onboards new staff members and oversees payment and personnel profile for those staff members by collecting relevant information including: tax withholdings, deductions, automatic deposit, emergency contact, etc. Maintains staff files.
- Cooperates with health insurance broker to annually review plan offerings, respond to employee inquiries, and ensure that eligible staff take advantage of health insurance benefits.



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- Serves as the primary contact for employee concerns. Maintains confidentiality of staff members and, as appropriate, escalates concerns to the Executive Director.
- Cooperates with department leaders to fill open positions with quality candidates.
- In cooperation with an off-site legal team, ensures House of Mercy's compliance with federal and state employment laws and regulations and maintains and ensures adherence to employee handbook.
- Plan and coordinate trainings as requested by the Executive Director

QUALIFICATIONS

- Bachelor's degree in accounting, finance, nonprofit management or related field
- Exceptional oral and written communication skills
- 2 to 5 years of experience in a management and supervisory position with responsibilities in finance and administration
- Familiarity with Quickbooks
- Experience with ADP or other HR Administrative Software a plus
- Exceptional technical and analytical skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The House of Mercy operates 24/7/365 and welcomes all to its services, including those facing homelessness, substance abuse, severe mental illness, trauma, violence and severe poverty. Teamwork, patience, compassion, and tolerance are at the core of what we do. The environment can be stressful, demanding, and emotional for all involved.

House of Mercy is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.