



# MCEDV.

The Maine Coalition  
to End Domestic Violence

## Job Description: Finance Director

Title:	Finance Director
Classification:	Exempt – Class 5
Salary range:	\$59,500 - \$80,500
Work Hours:	Flexible, but usually 9:00 a.m. to 5:00 p.m. Monday through Friday
Location:	Based in home office with travel to Augusta at least weekly and as needed
Travel:	Statewide and Occasional Out-of-State
Supervisor:	Operations Director

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### MCEDV Mission

*The Maine Coalition to End Domestic Violence advocates for the right of all people to live free from domestic abuse and all forms of violence.*

### Position Purpose and Overview:

The Finance Director manages MCEDV's finances, including federal, state, and private foundation grants and contributions. The Director, in partnership with the MCEDV Board of Directors Finance Committee, Operations Director, Grants & Development Director, Contract Administrator, and Executive Director, ensures implementation of agency fiscal policies and compliance with complex federal and state government funding source requirements. The Finance Director reports to the Operations Director. This position includes training and technical assistance to subrecipient programs – MCEDV members for whom we pass through funding – regarding financial management and administration.

MCEDV is committed to working toward a better appreciation of the spectrum of what safety means to survivors across communities, and allocates our time, resources, and advocacy efforts in a way that better positions us to help all survivors access what they need to attain safety and thrive. Central to that work is envisioning and participating in the development of programs, policies, and practices that frame systems of accountability for those who use abuse and violence in their intimate relationship. The Director is central to

this work, as part of the MCEDV staff, and in collaboration with member programs, community partners, and public institutions.

In alignment with its mission, MCEDV approaches its fiscal engagement & management within this framework:

1. Including diverse perspectives and lived experiences while supporting and promoting efforts to create an economically just society.
2. Recognizing the connection between economic security and safety as foundational.
3. Participating in the work to eliminate social frameworks that privilege the rights of some over those of others in our fiduciary work.
4. Ensuring that our mission is not compromised by the restrictions or expectations of funders.
5. Setting an example as an economically just employer.
6. Operating in a transparent and informative manner, demystifying money as a critical component of transformational culture change.

### **Worked Performed / Position Responsibilities**

The Operations, Finance, and Grants & Development Directors along with the Contract Administrator and Office Manager & Bookkeeper act as a team, providing appropriate redundancy of knowledge and skill to ensure sustainability of processes and procedures necessary to keep MCEDV financially sound. The responsibilities listed here are the primary responsibility of the Finance Director:

#### ***Financial Administration:***

- a. Develop the annual MCEDV budget, working with the Finance Committee of the MCEDV Board of Directors, Operations and Executive Directors;
- b. Prepare budget analysis and outline consistent with grant commitments and expenditures for review by the MCEDV Executive Director, Operations Director and Board Treasurer;
- c. Predict and track any variations in the grant budget expenditures and income, reporting these to the MCEDV Executive Director, Operations Director and Finance Committee;
- d. In collaboration with appropriate staff, develop and manage program/project-related budgets.
- e. Ensure adequate reporting and recordkeeping for all grants and contracts including working with QuickBooks;
- f. Prepare monthly, quarterly, and annual financial statement and trial balances;
- g. Prepare budget analysis and outline consistent with grant commitments and expenditure for review by the MCEDV Executive Director, Operations Director and Governing Board Treasurer;

- h. Predict and track any variations in the grant budget expenditures and income, reporting these to the MCEDV Executive Director and Operations Director;
- i. Craft and manage contracts with independent contractor(s), grant project partners and vendors;
- j. Oversee accounts receivable and accounts payable tasks;
- k. Prepare and track accounts receivable invoicing;
- l. Prepare and submit payroll to payroll service and maintain payroll records;
- m. Prepare bank deposits and reconciliations;
- n. Act as point of contact with audit firm throughout fiscal audit process;
- o. Prepare documents and work in tandem with audit firm during annual fiscal audit process;
- p. Prepare and retain records of other fiscal related applications and documents such as the 990, Maine Charitable Solicitation and Annual Fundraising Report, Business Insurances, MEMIC, Maine Sales & Use Tax, Bangor Savings Bank Payroll reports and annual tax documents such as the 1099;
- q. Review draw down reports and process draw down of federal funds from draw down reports prepared by the Office Manager & Bookkeeper;
- r. Prepare and submit required contract and grant finance reports;
- s. Maintain an up-to-date Fiscal Policy and Procedure Manual; and
- t. Ensure electronic financial files are backed up either on secure network system and/or secure internet-based service and/or USB flash drive on a monthly basis following the reconciliation of finance records.

### **Grant and Contract Administration:**

MCEDV administers contracts with the Maine Department of Human Services comprised of multiple federal and state funding streams. This contract provides the core funding for domestic violence, dating violence, stalking, and human sex trafficking prevention and intervention services provided by Maine's network of domestic violence resource centers, which are subrecipients in this contract. In addition, MCEDV administers smaller contracts with other state agencies as well as federal grants, each with specific fiscal compliance requirements. To meet its extensive fiscal obligations, MCEDV has a team of administrative staff that work closely together to ensure appropriate internal controls and sustainability.

The Finance Director, in collaboration with the Contract Administrator and Operations Director, is responsible for supporting the administration of these contracts, including:

- a. Coordination of subrecipient invoicing and expense reporting;
- b. Management of bank transfers to subrecipients;
- c. Ensuring timely submission of all required financial reporting related to all grants and contracts; and
- d. Monitoring subrecipient compliance regarding fiscal contract requirements.

**Finance Committee:**

- a. Coordinate meetings and act as liaison to the MCEDV Finance Committee;
- b. With the Operations Director, ensure that the Executive Director and Finance Committee are provided sufficient opportunity and information to effectively and knowledgeably review and interpret budgets and financial reports; and
- c. Ensure annual report to the Board of Directors by the independent audit firm that conducts the annual audit and prepares the audited financial statements.

**Training and Technical Assistance:**

Training and education are crucial elements of MCEDV's responsibilities to contract subrecipients and members. MCEDV provides training and education activities for domestic violence resource center member programs, allies, and community partners. All staff is involved in training and education within their content specialty areas. This position provides training regarding financial management and reporting, contract administration, and grant writing. In collaboration with the Operations Director, Finance Director will:

- a. Build DVRC capacity in financial administration through training, information sharing, and support, either directly or by supporting the efforts of others;
- b. Research, analyze and advise on contract administration issues faced by DVRCs; and
- c. Provide consultation and training through individual contacts, site visits, in-person workshops, and web-conferencing.

**Program Oversight and Staff Supervision:**

At MCEDV, we seek to cultivate a workplace in which direct feedback amongst colleagues is standard practice, where it is okay to be curious and ask questions, where we assume goodwill of one another, and where staff feel free and safe to express their authentic selves in their work. We recognize our commonalities and our differences as well as the larger cultural framework that has caused each of us to have experiences of both oppression and privilege. We acknowledge that all forms of oppression can and do function in the workplace, and we seek to cultivate a culture where we are accountable to one another.

As a member of the MCEDV management team, the Director will provide staff supervision and program planning consultation in the spirit of MCEDV's aspirations to be an inclusive, equitable, and collaborative workplace.

The Finance Director provides supervision for the Office Manager & Bookkeeper.

### **Special Projects:**

In alignment with its mission, MCEDV often initiates special projects to support systems change advocacy, including the development of public policy, training programs, prevention and intervention services, and quality assurance mechanisms. Financial administration within the framework of contracts and grants is an area in which new forms and procedures are frequently needed to support the implementation of initiatives core to the agency's mission. The Finance Director will engage in special projects and other duties to meet the ongoing needs of MCEDV and its membership at the direction of the Operations Director.

### **Qualifications and Skills:**

- a. Bachelor's Degree in accounting and Certified Public Accountant (CPA) preferred, but not required; or 5 years' experience and demonstrated competence in the areas covered by the job description.
- b. Thorough knowledge of Generally Accepted Accounting Principles (GAAP), procedures and practices based in strong past experience or related education.
- c. Application of the government grant guidelines, including but not limited to the following, will be required; thorough understanding must be acquired either through prior experience or through on the job training:
  - Understanding of, or ability to acquire within two months of hire, the Department of Justice Office of Justice Programs' Financial Grants Management Guide and complete relevant online training modules, such as those related to financial management and reporting and audits.
  - Understanding of, or ability to acquire within three months of hire, Uniform Guidance, 2 CFR Part 200 and applicable components to not for profit grant recipients.
- d. Must possess comprehensive knowledge of Microsoft Office software and QuickBooks.
- e. Must have comprehensive understanding of grant writing and management;
- f. Must have experience with budget development and fiscal monitoring.
- g. Knowledge of and experience working with complex statewide systems.
- h. Comprehensive understanding of domestic abuse and violence through advocacy or personal experience and/or completion of MCEDV's Core Advocacy, Intervention, Response, and Ethics Training prior to or within the first two years of employment with MCEDV.
- i. The successful Finance Director applicant will:
  - Understand and be committed to issues of social justice and diversity, and demonstrate the ability to work in a multicultural environment;
  - Research, analyze, and present complex information effectively;
  - Listen and respond effectively to membership concerns and needs;

- Demonstrate ability to engage, inform, and support committees in accomplishing shared goals;
- Communicate verbally in a clear and persuasive manner; and
- Possess excellent writing skills.

#### **Additional Requirements:**

- a. The results of a thorough background check, including a Maine Bureau of Investigation Criminal History, Maine Bureau of Motor Vehicle Driver's Record, Maine Sex Offender Registry, and Federal Suspension & Debarment/Excluded Individuals or Parties, must not contain any disqualifying information. If applicable, we will also check the State of Maine Office of Professional and Occupational Regulation Board of Accountancy License Verification. Background screening will be conducted in compliance with all governing laws;
- b. Excellent organizational skills and attention to detail;
- c. Appropriate conflict resolution methods which lead to positive solutions;
- d. Time management skills;
- e. Ability to maintain and preserve confidentiality;
- f. Ability to provide own transportation (fully-insured vehicle), provide proof of and maintain a valid driver's license, and compliance with Maine law regarding vehicle insurance;
- g. Ability to work cooperatively with a variety of people as well as independently with minimal supervision;
- h. Ability to successfully manage prioritization of tasks related to multiple projects; and
- i. Willingness and ability to travel in-state and out-of-state as needed.

#### **Physical Requirements and Working Conditions:**

- a. Must be able to work in a fast-paced office environment with the potential for stress;
- b. Must be able to drive and be available for travel to meetings;
- c. Must be able to work a flexible schedule when required by work demands; and
- d. Must be able to do occasional lifting and transporting of materials.

***MCEDV is committed to the principles of equity and inclusiveness and affirmatively seeks to create and maintain a diverse team with varied life experience to best accomplish our mission. MCEDV is an Equal Opportunity employer. We encourage people who are BIPOC (Black Indigenous People of Color), LGBTQ+, and/or have lived experience of immigration, domestic violence, disability, and poverty to apply.***

#### **How to Apply**

Send resume and cover letter describing how your experience and skills align with the job responsibilities and required skills in a single document via e-mail with “Finance Director Application” in the subject line to [francine@mcadv.org](mailto:francine@mcadv.org).

Questions about the job and MCEDV may be directed to Francine Stark, Executive Director at [francine@mcadv.org](mailto:francine@mcadv.org).

**Applications due June 18, 2023 with anticipated start date of August 1, 2023**