

**Position Title:** Director of Finance

**Reports To:** Executive Director

**Annual Salary Range:** \$120,000 - \$130,000

Atlantic Street Center (ASC) is seeking a Director of Finance who will lead the financial operations for ASC, ensuring fiscal responsibility, strategic budget planning, and compliance with public and private funding sources. This position plays a key role in financial reporting, long-term planning, and resource management, providing leadership to ensure the sustainability of our mission.

This is a Monday-Friday position based in our Seattle office. The Director of Finance reports to the Executive Director and directly supervises one full-time team member and one part-time team member.

Some of what you will be doing:

- Develop and manage ASC's annual operating and capital budget in collaboration with the senior management and department heads.
- Oversee financial forecasting, cash flow management, and long-term financial planning to ensure stability and growth.
- Prepare and present monthly, quarterly, and annual financial reports for Board of Directors, executive leadership and other stakeholders.
- Ensure compliance with all financial regulations, grant requirements, and audit standards, including those related to government, foundation, and individual donor funding.
- Monitor and manage accounting operations, including accounts payable/receivable, payroll, grants and cash reserve investments
- Partner with Development team to create financial reports and budgets for grant applications and ensure proper allocation of funds.
- Evaluate and improve internal controls, financial policies, and procedures to increase efficiency and accuracy
- Manage relationships with external auditors, banks, investment managers and granting agencies government and non-government.

Minimum Qualifications

- Bachelor's degree in finance, Accounting, or related field (MBA or CPA a plus)

- Minimum 3-5 years' experience in financial management, with at least 3 years in a leadership role, preferably in the non-profit sector.
- Strong knowledge of GAAP, budgeting, forecasting, and financial analysis

#### Preferred Qualifications

- Experience working in a non-profit environment
- Familiarity with financial management software, including Abila MIP or similar platforms
- Experience with Microsoft applications such as Excel, Word and MS 365.