



Director of Finance & Administration

Location: Santa Ana, CA
Reports to: Executive Director

Classification: Exempt Full Time
Starting Salary: \$85k

Eligibility: Authorization to work for any employer in the United States is required.

About: Project Youth is the most established, most effective youth diversion and prevention program in Orange County. Every day, and in every role, we contribute to our critical mission of breaking cycles of crime and poverty by empowering youth and strengthening resilience through a human-centered, whole-family approach. By embodying our core values, we work together to serve over 1,500 youth and their families each year.

Summary: The Director of Finance & Administration will be responsible for overseeing all aspects of financial management, including accounting, financial reporting, budget and forecasts preparation, payroll, benefits, and insurance management, as well as the development of internal control policies and procedures. This role requires a detail-oriented and strategic thinker who can lead our finance department and contribute to the overall mission of Project Youth OC.

YOU'LL BE RESPONSIBLE FOR:

Financial Management

- Oversee all financial activities, including accounts payable, accounts receivable, cash receipts, inventory, restricted accounts and releases, payroll, benefits, insurance, general ledger, bank reconciliations and audit.
- Manage and oversee the preparation of financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- Lead and direct the annual budget process and regularly provide financial forecasts.
- Collate financial reporting materials for all donor segments, and oversee all project/program financials and grants accounting.
- Submit invoices for grants billing, manage time allocation and provide documentation as needed from grantors and funders.
- Responsible for managing the organization's cash flow, investments, endowments, scholarship accounts and operating funds.
- Ensure quality control over financial transactions, banking and financial reporting.
- Manage and comply with local, state, federal government and loan reporting requirements and tax filings.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls and safeguard assets.
- Coordinate and lead the annual audit process, act as a liaison with external auditors and the Finance and Audit Committees of the Board of Directors; assess any changes necessary.

Payroll, Benefits, & Insurance Management

- Oversee and process payroll, ensuring accuracy and compliance with all regulations.
- Manage employee benefits programs, including health insurance, retirement plans, and other benefits.
- Lead onboarding and offboarding of new employees as it relates to payroll and benefits.
- Manage insurance policies, COIs, all renewals and claims, ensuring appropriate coverage and timely processing.

Administration & Compliance

- Ensure all forms, registrations, records and profiles (Guidestar) are current and all deadlines are met.

- Collaborate with Executive Assistant in managing day-to-day administrative functions, including office management, IT, and facilities.
- Ensure compliance with HR policies, employment laws and regulations.
- Manage vendor relationships and negotiate contracts to ensure cost-effective and high-quality services.
- Develop and implement administrative policies and procedures to improve efficiency and effectiveness.

Strategic Planning & Leadership

- Provide financial analysis and insights to the Executive Director to support strategic decision-making.
- Clearly and consistently articulate the organization's financial status to the Executive Director and Senior Leadership team.
- Serve as the key point of contact for reporting financial data to the Board of Directors, Investment Committee and Finance Committee; prepare financial reports for meetings.
- Collaborate with other departments to understand and support their financial needs.
- Manage vendors including HR consultants, auditors and other financial consultants.

YOU MUST HAVE:

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of 3 years of nonprofit accounting experience.
- Proven experience in financial statement preparation and analysis, budgeting, and forecasting.
- Thorough knowledge of accounting principles and procedures.
- Strong knowledge of nonprofit accounting standards and regulations.
- Proficient in Quickbooks accounting software, Google Workspace Excel.
- Experience with payroll processing and benefits management.

IT'S AN ADDED PLUS IF YOU HAVE:

- CPA or CMA.
- Salesforce experience.
- Leadership experience.

YOU'LL BE SUCCESSFUL IF:

You are extremely organized and detail oriented

You prioritize well and are able to manage important projects, schedules, and communications in an orderly fashion. You can handle and prioritize several projects at once.

You are trustworthy and professional

You've proven you're equipped to handle and maintain confidential information. Even if no one else were in the office, you'd work just as hard and just as meticulously.

You're methodical

You are able to formulate and follow clear processes and steps. Whether it's cleaning and categorizing data, managing an event task list, or hosting important guests and activities, you can create a repeatable process to help save time and ensure consistency.

You're obsessed with accuracy

You double and triple-check your work because you know that accurate data is crucial to operating successfully. You pay strong attention to detail, have excellent grammar, spelling, and proofreading skills. You care about the numbers being right and take the time to make sure everything reconciles or is set up to be error-proof.

You're not only driven -- you're a self-starter

You work independently. Even if no one else were in the office, you'd work just as hard and just as meticulously.

You believe in the future of Project Youth

You take your responsibilities seriously; the success of this role is critical to our organization's growth.

WHY CHOOSE PROJECT YOUTH?

You'll have a career that truly makes a difference in the lives of young people and their families. You will join a team that is committed to doing the work and challenging each other to be an organization in which everyone is respected and heard. You'll experience a culture committed to providing genuine opportunities for people to thrive. You'll receive quarterly personal and professional development opportunities. You'll receive generous vacation and 14 paid holidays off in addition to a week in December! You'll qualify to receive comprehensive health insurance (and we pay 100% of your employee contribution premiums for medical, dental, vision, AND basic life insurance), 403(b) retirement plan with a matching program.

WORK ENVIRONMENT:

- *Routine office environment, routine independent travel.*

The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. Job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. This is not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Your employment with PYOC is "at will," meaning that either you or PYOC may end your employment at any time and with or without cause.