



Job Title: Director of Finance and Human Resources
Ministry: Finance
Reports to: Managing Director
FLSA Status: Salary Exempt (Full-time position)
Posted Date: May 15, 2019

SUMMARY

Do you want to help save the world?

Hesed House is second largest homeless shelter in Illinois, but we are so much more than just a shelter. We are a faith-based comprehensive homeless resource center in Aurora and we believe that everyone deserves dignity and that ending homelessness is possible.

This position offers the unique opportunity to help save the world by joining the leadership team of Hesed House. The Director of Finance and Human Resources is responsible for managing and overseeing the day-to-day operations within the Finance and HR Departments.

Primary Responsibilities:

- Oversees and manages all Accounting/Finance functions including:
 - Developing & implementing budgets, including capital planning
 - Ensuring proper resource allocations
 - Ensuring all necessary information has been accurately recorded into the accounting system
 - Closing procedures and journal entries
 - Payroll (completed through a 3rd party organization)
 - Cash management and bank activities
 - A/P and A/R
 - Creating financial reports for grants department, Board of Trustees, and other key stakeholders
 - Annual and as-needed audit processes
- Oversees all Human Resource functions
- Develops and maintains insurance and risk management strategies
- Ensures organization legal and regulatory compliance
- Leads team of Finance assistants

Qualifications:

- Strong financial background
 - Bachelor's degree or higher in Accounting/Finance strongly preferred
- Prior leadership experience
 - Non-profit experience preferred
- Experience working with an automated accounting system (QuickBooks preferred), Microsoft Office Suite of Products, and Blackbaud's Raiser's Edge
- Experience in Human Resources and payroll functions
- Experience with government grant administration preferred
- Sense of joy and wonder (and humor)
- Belief in the inherent dignity and value of every human being
- Belief that each of us has an obligation to change the world

Benefits:

- Working to save the world with an organization full of others doing the same
 - Medical/Dental/Life insurance
 - Retirement plan with organization match
 - Generous time off policies (11 paid holidays, 10 vacation days, and 10 personal days in first year of employment)
 - Employee Wellness Cash Incentive Program
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Interested candidates should forward a cover letter, resume, and salary history to career0519@hesedhouse.org.

Please label the subject as “Director of Finance and Human Resources”.