



San Diego Pride

PRIDE Job Description – Director of Finance & Operations

Job Title:	Director of Finance & Operations	Salary:	\$80,000/yr
Reports to:	Deputy Executive Director	Benefits:	Medical, Dental, and Vision Coverage, Vacation and Sick PTO, Paid Holidays, Professional Development Opportunities
FLSA Status:	Exempt		
Position Type:	Full-Time/Regular		

Summary

As part of San Diego Pride’s mission to foster pride locally and worldwide, the Director of Finance & Operations is responsible for directing a group of internal functions for the organization, including: accounting & finances, operations, human resources administration, IT, facilities, and purchasing. The Director of Finance & Operations (DFO) will report to the Deputy Executive Director and perform various strategic analyses and organizational oversight. They will be responsible for the direct supervision of the Office Coordinator and Bookkeeper as well as building a team of volunteers/interns to support their department’s workflow.

Essential Duties & Responsibilities

Accounting & Finance

Manage day-to-day financials utilizing QuickBooks and other finance-related software. Full cycle Accounts Payable. Full cycle Accounts Receivables. Manage Bank Accounts & cash flow. Monthly accounting close-out and creation of financial package for the Board of Directors. Oversee completion of annual tax return and audit with contracted accounting firm. Maintain, update, and create necessary fiscal responsibilities procedures in accordance with Finance Committee guidelines. Lead the organization’s annual budget creation process and support the Director of Programs in soliciting and finalizing Individual Program Budgets. Support the creation of internal budgets for purposes of grant application/reporting, year-round programs, and event planning.

Operations & Facilities

Oversee organizational reporting, management, filings, and audits. Develop and implement processes to ensure the finances and operations of the organization flow smoothly and efficiently with programs. Work closely with external vendors for IT management, office supply, repairs, and equipment ordering/maintenance. Manage the Office Coordinator. Ensure facilities remain in working and presentable conditions. Ensure building & liability insurances are renewed and active.

Human Resources Administration

Process bi-monthly Payroll. Process all necessary paperwork for employee hiring/discharging. Serve as point of contact for employee insurance and benefit programs. Oversee employee

compensation and liability insurance programs. Maintain employee files and Employee Handbook.

Festival Weekend Financial Operations

Leading up to and during Pride Weekend, the Director of Finance & Operations will lead the Financial Operations of the San Diego Pride Festival. Duties will involve overseeing the Box Office and being responsible for all incoming from box office ticket sales, merchandise sales, and beverage sales procedures.

**Other Duties as assigned*

Required Knowledge, Skills, and Experience

- **Education:** Bachelor's degree* in Accounting, Business Administration, Nonprofit Management, or Finance required. *Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.
- **Experience:** 2-3 years of full-cycle accrual method of accounting & budgeting **required**
- **Experience:** 4-5 years of management experience
- Working knowledge of Quickbooks accounting software is **required**
- Deep understanding of non-profit accounting, administration, and office operations
- Proficient in technology especially Microsoft Office & Google applications
- Knowledge of budget development, implementation, and control
- Ability to take initiative and problem solve
- Excellent verbal and written communication skills

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

WORK ENVIRONMENT: All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

TO APPLY

To apply, please send a **resume AND cover letter** to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****