



Maine Coalition Against Sexual Assault Position Description

POSITION TITLE: Finance & Operations Director

MECASA's MISSION: The Maine Coalition Against Sexual Assault (MECASA) is organized to end sexual violence and to support high quality sexual violence prevention and response within Maine communities.

POSITION SUMMARY: The Finance & Operations Director is responsible for:

- Creation, maintenance, and oversight of MECASA's financial systems and finances;
- Management of grant and contract reporting and compliance;
- Financial technical assistance and support for sub-recipients; and
- Oversight of administrative operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Agency Financial Management (70%)

- Provide primary oversight of agency finances, including supporting and advising the Executive Director on the organization's finances.
- Maintain strong internal controls and monitor all financial transactions.
- Create, monitor, and forecast the agency's annual budget including overseeing budget variance analysis for all funding sources.
- Partner with project coordinators to develop new project budgets and support management of ongoing project budgets.
- Maintain cash flow projection and analysis.
- Manage monthly cost allocation process by preparing monthly journal entries and allocation entries.
- Coordinate the annual single audit and 990 processes.
- Develop and implement financial policies and procedures that comply with state and federal regulations.
- Oversee employee benefits and business insurances.
- Provide administrative support for the Board's Finance Committee including creation of agendas, minutes, financial reports, and other tools as requested.
- Support, train, and supervise Finance Coordinator who is responsible for accounts payable and receivable, reconciliations, employee payroll and benefits management, and Trafficking and Emergency Victims' Funds.

Federal, State & Foundation Grant Management (15%)

- Administer all stages of grants including: application submittals, grant approval and acceptance, reporting, and close-out/post-award process.
- Create and submit grant reporting, budget modifications, and no-cost extensions.
- Manage grants through federal grant platforms such as ASAP, Sam.gov, JustGrants, Grants.gov and GrantSolutions.
- Maintain complete electronic and physical grant files ensuring accuracy of data and compliance with federal and state grant accounting practices and Uniform Guidance regulations.

Support for Sub-recipients (5%)

- Coordinate sub-granting processes including preparing sub-awardee contracts and allocations, reviewing and approving budgets, and processing payments.
- Ensure sub-recipients' financial compliance through pre-award risk assessment, regular contact with sub-recipients, reviewing financial reports, and engaging in annual sub-recipient monitoring.
- Provide technical assistance to current and potential subrecipients in bookkeeping, budgeting, grant reporting, and compliance.
- Create and share financial management tools and best practices with current and potential sub-recipients.
- Provide and/or coordinate training and resource sharing through regular finance learning cohort meetings.

Administrative Operations Oversight (10%)

- Support, train and supervise the Administrative Coordinator who is responsible for general administrative support, office maintenance and management, and procurement.
- Oversee IT functions (with a focus on security) including through developing and implementing agency IT policies, procedures, and practices; choosing new or replacement hardware/software; and maintaining asset lists and password management.

Other:

- Perform other related activities, as required, to assure agency success, including duties as assigned by the Executive Director.
- All MECASA staff will adhere to the philosophy and policies of the Maine Coalition Against Sexual Assault.

SUPERVISED BY: The Executive Director

REQUIRED QUALIFICATIONS:

- Adaptability and love of learning.
- Significant bookkeeping experience.
- Excellent math/computation skills.
- Excellent organizational skills and attention to detail.
- Comfort with and ability to manage multiple projects and deadlines.
- Computer proficiency, and competence and experience with QuickBooks and Microsoft Office Suite.
- Awareness of and sensitivity to issues of sexual victimization and social justice.

PREFERRED QUALIFICATIONS:

- Post-secondary training and/or experience in bookkeeping, accounting, grants management and/or related field.
- Non-profit bookkeeping experience with an agency funded by state and federal grants.
- Supervisory experience.
- Experience developing and delivering leading training.

AS A TEAM WE STRIVE TO:

Contribute to positive relationships with team and partners through:

- Engaging in direct, honest, and respectful communication including sharing feedback;
- Checking our assumptions, seeking to understand;
- Being reliable;
- Collaborating informally and formally;
- Being flexible;
- Being aware of and responsive to, the communicated and observed needs, capacity, and circumstances of others.

Work independently, while knowing when to engage team members;

Acknowledge that we will make mistakes and will learn from them;

Intentionally seek, receive, and integrate the input of others;

Meet our programmatic goals effectively and efficiently including through:

- Thoughtful time management practices;
- Careful writing and editing;
- Fluency with technology;
- Excellent training, presentation, and facilitation skills; and
- Active prioritization of short- and long-term projects and activities; and

Communicate effectively in all settings through knowing your audience and role and engaging in clear messaging.