



**Austin
Sunshine
Camps**

Title: Director of Finance and Administration

Reports to: Chief Executive Officer

Austin Sunshine Camps (ASC) seeks a skilled and mission-driven Director of Finance and Administration to serve as the hub of the organization's office, human resources and finance operations, in their entirety. The Director of Finance and Administration will further the mission of ASC through his/her exceptional bookkeeping, analytical, organizational, communications, and budgeting skills.

Key Responsibilities

Bookkeeping and Accounting

- Evaluate/improve systems of financial transactions
- Update and maintain ASC's financial policies and procedures
- Generate invoices and manage Accounts Receivable, follow up on past due accounts
- Manage Accounts Payables, ensuring payments are made in a timely fashion
- Record and make bank deposits
- Reconcile and record all bank accounts
- Manage company credit cards, including expenses and statement reconciliations
- Manage payroll processing
- Maintain, file, and ensure the confidentiality of all supporting documentation related to financial activities
- Prepare financial statements monthly, annually, and upon request
- Assist with budgeting and forecasting processes
- Work closely with the Board of Directors, The Young Men's Business League (YMBL) Membership, Development, Programs, and Operations departments to ensure accurate management of contributions and earned income
- Work with the external accountant to assemble information for annual audit
- Provide information to an external accountant for tax reporting
- Ensure compliance with federal, state, and local legal fiscal recordkeeping
- Keep CEO informed of company financial health, including quarterly updated forecasts of revenue and expenses and cash flow
- Attend and report out during monthly executive team meetings and monthly board meetings
- Record and manage gifts (donations, in-kind, pledges, etc.) in internal database
- Monitor payment processors

Human Resources

- Assist CEO with updating and maintaining employee handbook
- Manage all job postings
- Ensure timely performance evaluations are conducted by supervisors and maintain excellent records
- Orient new hires (including seasonal staff) to finance and operations administrative procedures

- Manage all PTO requests and record keeping
- Manage and run payroll
- Manage all employee healthcare enrollment and deductions
- Manage/maintain all employee and volunteer records
- Maintain all insurance policies/coverages and renewals
- Maintain required business documents
- Comply with all legal requirements for employees and volunteers

Office Management

- Assist with the day-to-day operations, such as building maintenance, updated permits and licenses
- Assist with organization vehicle maintenance, updated registration and licenses
- Provide administrative support to the Development and Programs staff, data entry and clerical duties as assigned
- Shop vendors and ensure ASC costs stay as low as possible
- Order supplies for both facilities
- Greet and assist visitors
- Customer service duties with all stakeholders
- Create and execute staff technology plan for purchasing and ongoing maintenance of all computers, software, printers, wifi, etc.

Various

- Manage the organization's Summer Food Service Program application, recordkeeping and submission for reimbursements
- Run national criminal background checks for all employees and certain volunteers

Qualifications

- In love with the mission of Austin Sunshine Camps
- Technologically savvy
- Experienced and dedicated bookkeeper/accountant
- Quickbooks and database experience
- Excellent communication skills (written and verbal) and ability to professionally represent ASC
- A respectful and collaborative approach to fostering relationships with diverse stakeholders, both internal and external
- Thorough knowledge of U.S. GAAP requirements
- A track record of well-organized work
- Previous successful audits in nonprofit industry
- Proven ability to function effectively in a fast-paced environment with competing priorities and deadlines

Why Austin Sunshine Camps?

- Ability to have a direct, positive impact on the most at-risk youth of Austin
- Office out of the beautiful Zilker Lodge in Zilker Park
- Flexible schedule within a culture that values work/life balance
- Partner and work with the dedicated members of Young Men's Business League, the organization that founded and provides governance to ASC
- Competitive benefits package and salary

How to Apply - Please email your cover letter, resume and salary requirements to erica@sunshinecamps.org with “Director of Finance and Administration” in the subject line.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.