



Voces Latinas Job Description

POSITION: Director of Finance/ Fiscal Director - Full-Time

SALARY: 70K

REPORTS TO: Executive Director

Mission: Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

Voces Latinas seeks a highly skilled Director of Finance to help all aspects of the business functions of the organization. This position requires timely, accurate and efficient delivery of accounting and records to provide insight to the Executive Director and Board of Directors on forecasting, budgeting and financial performance reporting. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities, having an understanding of public health issues and in-depth knowledge of governmental grants management.

Essential Duties/Responsibilities:

- Oversee the day-to-day fiscal operations for all government/philanthropic grants and donations (accounting, invoicing, budgeting, expenditures, cash flow, receipts and reconciliations)
- With the Executive Director, identify grant opportunities for the expansion and sustainability of financial portfolio
- Develop program budget for all new grant proposals
- Create and submit budget modifications to funders
- Create and maintain internal and external grant tracking, monitoring and reporting systems
- Ensure timely and efficient granting reporting to federal, city and private funding entities
- Ensure uniformity of grant and contract compliance in accordance with the funder policies and procedures
- Initiate quality assurance and improvement systems to monitor and track grant requirements and deliverables
- With the Executive Director and assistance from Fiscal Manager, prepare and support program audit requests
- Prepare monthly fiscal summary reports for Executive Director and Board of Directors
- Provide supervision to Fiscal Manager

- Other duties as necessary

Qualifications:

- Bachelors in Accounting and CPA license is preferred with demonstrated 5 years of work experience in not-for-profit grants and contract management.
- Excellent organizational skills and ability to manage multiple complex projects concurrently, ability to meet deadlines, and ability to work independently or collaboratively and delegate effectively
- Exhibit substantial managerial and supervisory experience and the ability to effectively mentor, train and supervise the work of others
- Organizational and managerial capacity to operate and direct a growing grants and contracts portfolio
- Capacity to identify new funding priorities and strategies to effectively support proposals for new funding
- Experience and interpersonal skills to effectively support a program staff
- Cultural sensitivity and commitment to the highest standards of professionalism and integrity
- Excellent verbal communication skills and ability to write in grant vernacular
- Ability to establish and maintain effective working relationships and communicate with funders and Voces Latinas leadership and staff.
- Knowledge of Quickbooks Premier Edition
- Knowledge of Fund EZ preferred

Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex people, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

Please send cover letter and resume to:

Lissette Marrero, MSW – Human Resources at lmarrero@voceslatinas.org