



Director of Finance & Business Operations

Hours: Full Time

Pay Range: \$60,000 - \$70,000

About CORRAL

CORRAL is a faith-motivated nonprofit that equips adolescent girls in high-risk situations through a long-term, holistic program of equine therapy and education to prepare each girl and her community with skills, resources, and opportunities so that she can gain access to a bright future.

CORRAL Core Values

- Faith & Choice
- Relationships-First & Community
- High Expectations & Accountability
- Safety & Risk-taking
- Innovation & Grit
- Grace & Learning

CORRAL is a passionate and challenging work-place where we get things done. The successful candidate is a dynamic and driven professional who doesn't mind wearing a lot of hats and thrives working independently with little to no supervision. We are looking for a candidate who possesses a high level of professionalism and strong business and interpersonal skills.

CORRAL is committed to creating a diverse environment and is proud to be an equal opportunity employer. Diversity is more than a commitment at CORRAL—it is the foundation of what we do. We are fully focused on equity and justice. All qualified applicants are encouraged to apply.

Job Brief:

We are looking for an experienced leader to oversee all business operations and processes. The Director of Finance and Operations will play a key role in delivering the operational capacity and administrative support to ensure the viability of programs, ensure organizational effectiveness, and support the growth of the company.

This position will report to the Executive Director and support two farms (will grow to be 3+ in the next 5 years). This position supervises an office assistant, intern and 2 volunteer teams. This position also works directly with the Board Internal Committee

Requirements:

- 5+ yrs. experience supervising employees and volunteers
- 5+ yrs. experience in business administration (including financial leadership)
- A successful track record in setting priorities, meeting deadlines, developing business processes, managing assets and people
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- The ideal candidate has experience with financial reporting and audit coordination, experience with Quickbooks (preferred), and has preferably overseen a human resources function previously
- Bilingual (Spanish) preferred
- Experience in Nonprofit sector preferred
- Personal qualities of integrity, credibility, and dedication to the mission of CORRAL



Benefits: CORRAL offers a flexible paid-time-off policy which includes vacation, personal, and sick leave. Paid-time-off will accrue annually (on January 1st of each calendar year) at the rate of 20 paid days off per year. CORRAL Riding Academy also observes and offers 11 paid holidays throughout the calendar year.

Additionally, CORRAL offers health, eye and dental benefits with partial employer contribution. You will have the opportunity to elect into these health care benefits after a required waiting period (60 days).

Responsibilities Include:

- *Financial Management & Compliance:*
 - Develops, analyzes and presents financial reports in an accurate and timely manner; clearly communicates monthly and annual financial statements; collates financial reporting materials for all donor segments, and oversees all financial, project/program and grants accounting.
 - Partners with the Treasurer to control the finances of the organization,
 - Manages finance volunteers
 - Oversees payroll, income & expense reconciliation, bookkeeping and cash flow to report monthly to the President & Treasurer
 - Ensures accurate business processes
 - Resides over legal requirements from USDA Lender, IRS, audit, taxes, grant makers, etc. including preparing compliance reports for external partners to ensure regulatory compliance (ie USDA, Juvenile Crime Prevention Council, W2s, 1099s, etc.)
 - Oversees and leads the annual budgeting and planning process in conjunction with the Leadership Team
 - Coordinates and leads the annual audit process, liaises with external auditors and the finance committee of the board of directors; assess any changes necessary
 - Implements, communicates and monitors company policies and legal guidelines
 - Works closely and transparently with all external partners including third-party vendors and consultants
- *HR administration*
 - Ensures that recruiting processes are consistent and streamlined. Ensures accuracy of employee files and documents, both digital and physical
 - Establishes and manages a comprehensive training program to educate employees regarding staff tools, policies, and procedures
- *Process Development, Technology & Data Management*
 - Oversees Database design and database quality (Salesforce)
 - Maintains data integrity of CRM, one of CORRAL's most valuable assets
 - Drives continuous improvement of processes by identifying and implementing best practices to achieve
- *Asset & Facilities Management*
 - Manages CORRAL's assets and facilities across multiple farms
 - Oversees administrative & facility functions to ensure efficient and consistent operations as the organization scales
 - Creates and manages an inventory process
 - Oversees all of CORRAL's facilities and ensures that facility needs and facility projects are completed
 - Project manages facility improvements
 - Ensures successful functioning of CORRAL facilities: CORRAL house, CORRAL barn, pastures, yard, arenas communicate CORRAL's ability to care for assets

C O R R A L

- Coordinates facility project with volunteers and staff, participants and contractors
- May lead or support volunteer at volunteer Work Days
- *Overseeing general office operation:*
 - Manages office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored
 - Oversees adherence to office policies and procedures as established in CORRAL's P&Ps
 - Supervises that filing systems are maintained and current
- *Champion Development:*
 - Leads IT, Facility and Administrative volunteer teams; is responsible for shepherding those champions to and through "the CORRAL cause"

Key Performance Indicators:

- All weekly, monthly, and yearly deadlines are met
- End of Month expenses submitted on time, with accuracy
- All facilities are safe and functional for programming and operations as defined by having heat/AC, phone/internet, electricity, plumbing, structurally sound buildings (barn, barn office, main office)
- 90% of Farm Day and Corporate Workday tasks are directly contributing to projects that work on above 2 goals AND decrease farm and facility maintenance/improvement costs
- One project per 6 months working with community partners/groups to complete projects that decrease facility maintenance/improvement costs (in conjunction with Community Relations Manager)
- Other performance indicators for the role will be discussed during the hiring and onboarding process.

To Apply:

To apply, send your CV and cover letter to joy@corralriding.org. Applications will be accepted and reviewed on an ongoing basis until the right candidate is selected. Projected starting date of September 15, 2021.