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Department:	Administration	Position Title:	Finance Officer
Status:	Full Time, Non-Exempt	Mandated Reporter:	No
Supervisor:	Executive Director	Salary:	DOE
Approved:	Caedy Minoletti, ED	Date Approved:	03.14.2022

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**Position Summary:** The Finance Officer has primary responsibility for managing finance activities; financial reporting, budgeting, forecasting, risk assessment and management and negotiations. Integral to these responsibilities is the agency's accounting functions and technology resources, the integrity and adequacy of the accounting system, and compliance with laws. The Finance Officer directly reports to the Director of Administration.

**ESSENTIAL JOB DUTIES:**

- Assist with decisions about policy and strategy.
- Help with recruiting new staff members when necessary.
- Manage the agency's fiscal activity, including budgeting, reporting, and auditing.
- Assure legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Identify and address financial risk and opportunities for the agency.
- Coordinate financial reporting and budgeting.
- Work with the agency management team to develop strategic plans and overall agency sustainability.
- Manage all budgets, compliance, and reports.
- Ensure the integrity of internal controls.
- Adhere to federal, state, and internal directives and recommendations.
- Other duties as assigned.

**Knowledge, Skills & Abilities:**

- Knowledge of: cost accounting and generally accepted accounting principles, leadership, planning and strategical analysis.
- Ability to: exercise good judgment, consistently apply generally accepted accounting principles, evaluate information, develop options and recommend solutions, write and present reports, interact professionally with managers, supervisors, employees, volunteers, clients and members of the public.

**Qualifications:**

- Experience working in finance for a Non-Profit Organization preferred.
- A Bachelor's degree is preferred, CPA preferred, and at least three years of post-graduation work experience.
- A thorough knowledge of generally accepted accounting principles.
- Bondable.
- Embody the agency's core values and operating principles.
- Empathy and understanding of the issues addressed by the Mission of One Safe Place.
- Ability to work as a team member and independently.

- Awareness of the various aspects of physical, sexual and emotional violence.
- Excellent verbal and written communication skills.
- Successful completion of One SAFE Place’s 66-hour domestic violence and sexual assault Crisis Intervention Counselor training (post-hiring requirement).
- Ability to provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance.
- Ability to pass a background investigation, including willingness to be fingerprinted and undergo pre-employment drug testing.

**ADA Job Characteristics**

Work environment is primarily in an office setting. Local travel (driving) may be required to attend off-site meetings, as needed. Lift and carry 25 lbs., extend both arms above the head and/or reach below the waist, stoop, squat, crawl, bend the back or open lower-level filing drawers, or to retrieve stored items, climb a ladder or stairs, or use an elevator. Sit frequently and/or stand when filing, using copier, etc. Use fine manipulation (hands and wrist) to operate a keyboard, take notes; utilize desk calculator, file and copy documents. Corrected vision to normal range. Speak in normal vocal tone and range and communicate clearly and concisely to others. Apply normal reasoning and detail as required in the accomplishment of job duties.

**Core Competencies:**

- **Mission:** Accepts and demonstrates One SAFE Place’s mission and vision is to provide intervention and safety to a community affected by domestic and sexual abuse. Our vision is a community free of domestic and sexual abuse. We will do this by committing to serve the community with Integrity, Excellence, Compassion, Teamwork, and Respect.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Build rapport and relates well to others. Seeks first to understand the other person’s point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively and takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better working environment. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed personal and agency goals.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations, and how they impact relationships. Has functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

*Please note that One SAFE Place serves survivors of all genders. If you are also a survivor, we trust that you are in a place of personal healing where you can remain client-focused and manage personal challenges that may arise. You are always encouraged to check in with the director and your supervisor as needed for additional support.*

**One SAFE Place is an At-Will Employer  
One SAFE Place is an Equal Opportunity Employer**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_