



## Senior Director of Finance

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Job Title: Senior Director of Finance  
Department: Finance  
Reports to: Chief Operating Officer  
Salary Range: \$120,000-\$140,000  
Location: San Francisco

### **About Tawonga**

Tawonga's mission is to provide educational and recreational programs for children, adults and families that foster self-esteem, lifelong friendships and community, connections with nature, commitment to justice, and positive Jewish identity and spirituality. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

### **About Camp Tawonga's Culture**

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for the Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers at Camp to being brand new to working at a summer camp or even a nonprofit. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to JEDI (justice, equity, diversity and inclusion) and the ongoing reflection, learning and action required to be aligned with these values and create and sustain a race equity culture.

### **Equal Opportunity Employer**

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an equitable and inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

### **Job Purpose and Description**

The Senior Director of Finance is the full-cycle leader of Camp Tawonga's finance and accounting functions, providing leadership and technical expertise in all aspects of financial management. This includes ensuring the financial health and stability of the organization, directly and indirectly supervising a team of three (Controller, Staff Accountant, and part-time Staff Accountant), and building connections between the Finance department and other teams/members of the agency. This position reports to the Chief Operating Officer and will engage with the Board of Directors, especially the Finance and Audit Committees.

## **Supervisory Responsibilities**

- Directly supervises the Controller
- Indirectly supervises two Staff Accountants; partial indirect supervision of HR Manager on payroll functions

## **Essential Duties and Responsibilities**

- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

## **Accounting**

- Ensure compliance with GAAP and non-profit accounting standards and best practices; track relevant industry changes and implement as necessary
- Oversee and support with month-, quarter-, and year-end close functions, including the review of schedules and reconciliations
- Oversee and support with all AR/AP functions, including fee for service revenue (75% of all income)
- Maintain and ensure strong communications and accurate transfer of information between Development and Finance teams; identify and close any gaps to ensure Development and Finance data match
- Drive process improvements in close functions, as necessary, to ensure timely and accurate closing of books
- Review and monitor internal controls; ensure adherence to internal controls policies and in collaboration with Controller, enforce controls across the agency
- Support Controller and Staff Accountants with accounting functions as necessary

## **Budgeting, Financial Statements, and Reporting**

- Lead and manage annual budgeting cycle, including creation of annual operating (\$10M) and capital budgets in collaboration with Executive team, other staff, and Treasurer
- Oversee and deliver on-time monthly, quarterly, and annual financial statements, including P&Ls, balance sheets, and forecasts/projections
- Provide consistent financial and budget reports to Executive team, Finance Committee, and Board of Directors
- Present, as necessary, to Finance Committee and Board of Directors
- Identify trends, highlights, and areas of concern in financial performance; work with appropriate staff and Board stakeholders to troubleshoot any areas of concern
- Lead budgeting and other relevant aspects financial assistance program and support key stakeholders; bridge financial assistance program, initiatives, and goals with operating budget and financial strategy
- Provide business insights, including key drivers, to enhance program and organizational quality while maintaining financial health; perform ongoing financial analysis and recommendations

## **Audits**

- In coordination with Controller, lead annual financial audit, ensuring timely completion with no findings
- Lead review and implementation of recommendations from auditors
- In coordination with Controller, lead annual tax filing

- Manage relationship with external auditors
- Ensure compliance and adherence with other external audits (403b, workers compensation, etc.)

### **Treasury Management, Banking and Investments**

- Review and manage cash flow; transfer money to ensure adequate cash available as necessary
- Review and monitor investments; work with Executive team and Treasurer to identify risks or investments concerns; shift and rebalance funds, as necessary, with approval of Finance Committee
- Review and monitor Reserve and other funds
- Review and monitor endowment funds
- Serve as main relationship and point of contact for banking and investments
- Ensure banking and investment functions drive value for agency

### **Other Responsibilities**

- Support with non-finance, agency-wide needs as necessary (e.g. summer bus duty)

### **Training, Experience, Skills, and Qualities**

#### **Required**

- Minimum 7 years of relevant experience, including at least 3 years prior experience supervising accounting staff and leading full-cycle accounting functions
- Formal finance and accounting education (minimum bachelor's degree) or equivalent experience
- Strong analytical and problem-solving skills
- Expertise with cash and accrual basis accounting
- Experience with budgeting and reporting
- Excellent technical accounting and finance skills
- Excellent verbal and written communication skills in English
- Proven ability to translate technical information into layperson's terms
- Proven ability to work well with non-finance colleagues and to integrate cross-departmentally
- At least 3 years experience with Quickbooks, preferably Quickbooks Desktop
- Proficient in Microsoft Office, including Word, Excel, Powerpoint and Google Suite (Gmail, Drive, Docs, Sheets, Forms, etc.)

#### **Preferred**

- CPA or MBA in Accounting
- Experience with innovation and business development
- Experience with systems design, implementation

#### **Supervision**

- This position reports to the Chief Operating Officer

#### **Software**

This position will heavily use the following types of software:

- Microsoft Office/Google Suite

- Gmail and Google Calendar
- Quickbooks Desktop
- Divvy (corporate credit card)
- CampMinder (camper/family database)

### **Physical Demands**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds

### **Worksite**

- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month and frequent trips to our Groveland site, as necessary depending on position

### **Work Environment**

- Noise level is moderate

### **Special requirements**

- Willingness to work on evenings, weekends and holidays as needed

### **Normal working hours**

- Monday through Friday, 9am - 5pm

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

### **Compensation and Benefits**

This is a **full-time, exempt, year-round**, and **benefited** position. The pay range for this position is \$120,000-\$140,000. Camp Tawonga offers a competitive compensation package which includes medical, dental, life insurance, retirement with company match and contribution, and paid sick and vacation leave.

### **To Apply**

To ensure consideration, please submit a resume and cover letter explaining your qualifications for and interest in the position. Send applications to [kevin@tawonga.org](mailto:kevin@tawonga.org) with, "Senior Director of Finance" in the subject line. Applications will be accepted on a rolling basis, and Tawonga is seeking to hire for this position as soon as possible.