



Director of Financial Planning and Analysis

Fremont, CA

Organization Overview:

Abode Services (Abode) is a national leader in ending homelessness by putting housing first! For the past 25 years we have demonstrated real, measurable progress toward ending homelessness here in our community. We began in 1989 when a small group of dedicated and caring people came together to help families in the Tri-Cities who had nowhere to live. Much has changed in the last 25 years. We now measure our service area in counties, rather than cities, and the people we serve in thousands, rather than dozens. But the spirit that inspired that small group back in 1989 — the belief that everyone should have a home — continues to inspire us today. We're so proud to be able to tell you that in the last three years alone, we have re-housed 6,000 people — people whose lives are so much better now because they have a safe, stable place to live.

Abode is in the midst of rapid expansion towards becoming the leading provider of solutions to homelessness in the Bay Area. In the last 10 years, Abode has tripled the number of homeless people re-housed, gone from serving one county to 5 counties (Alameda, Santa Clara, San Mateo, Napa and Santa Cruz). Our budget continues to grow significantly year over year, with continued plans to at least double our impact in the next 5 years. We know what works: providing supportive housing to end homelessness. By focusing on doing more of that — more construction of supportive housing, more development of rental assistance programs, and more innovative social services — we will successfully impact thousands more families toward ending homelessness.

Read more about our approach and successes at our website: www.abodeservices.org

Position Overview:

Abode is seeking a collaborative leader to serve as its first Director of Financial Planning and Analysis, providing direct support, guidance, and mentoring to a department of six finance professionals, while leading the transition to a standardized and automated financial performance reporting system. Reporting to the Chief Financial Officer, and working closely with members of the senior leadership team, the Director will be responsible for building and implementing strategy to deliver robust and efficient budget, forecasting, revenue and expense management, and cash flow processes. This is a great opportunity for a mission-driven professional who would like to utilize their understanding of finance and accounting best practices to advance the cause of a high-impact organization making a significant difference in the state of California.

Key Responsibilities

- Implement and maximize use of new Intacct accounting system, assuming role of 'power user' and leveraging the system for maximum impact

- Train, supervise and mentor team members, ensuring each staff member receives adequate support and is consistently on track to meet the goals of his/her position
- Optimize efficiencies within the finance and accounting functions through the creation of new tools, processes and infrastructure
- Develop and manage the cash flow projection process and reporting method that includes minimum cash threshold to meet operating needs, and initiate appropriate strategies to enhance the organization's cash position
- Maintain fiscal accountability and compliance with state, federal, and county donor requirements while also facilitating transparent dialogue with funding partners
- Oversee updates to fiscal policies and procedures to ensure compliance with best practices and maintenance of internal controls in order to minimize financial risk
- Present on actual and projected expenditures to Board Members and senior leadership team, answering any questions that arise
- Work closely with program directors to prepare new budgets and budget modifications to ensure maximum utilization of funding; oversee the review of monthly expenditures with program directors, including detailed analysis of actual expenses to date and detailed projections of expenditures through the end of contract and fiscal years
- Collaborate with development department to compile required documents for new proposals and reports to existing funders

Qualifications

- Refined project management and organizational skills, with the ability to multi-task and seamlessly manage various priorities and tasks simultaneously in a growing and dynamic environment
- Track record of progressive experience, including staff supervision and change management; strong technical accounting knowledge required, and at least 3 years in nonprofit accounting is strongly preferred
- Demonstrated success directing the efforts of team members who hold management-level roles
- Extensive experience in budgeting, forecasting, grant accounting and reporting, preferably in a multi-program nonprofit environment
- Extraordinary attention to detail, a results-based orientation, and strong problem-solving and follow-through skills
- Excellent verbal and written communication skills
- Demonstrated ability to collaborate internally and externally to achieve goals
- Strong knowledge of accounting software programs (Intacct preferred), with the ability to quickly learn new applications and leverage them to enhance the work of others

To Apply

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, addressed to Maureen Vittoria, CFO at

http://commongoodcareers.force.com/careers/ts2_Register?jobId=a0K160000nJ1za&tSource=

Applications will be reviewed on a rolling basis.

At Abode Services we are committed to cultivating an environment where diverse perspectives and backgrounds are embraced, acknowledging that a team reflecting diversity of race, color, ancestry, national origin, religion, age, gender, marital/ domestic partner status, sexual orientation, gender

identity, disability status, and veteran status allows us to serve our communities better. To that end, we welcome and encourage applicants to bring their authentic selves when considering employment opportunities at Abode Services without fear or concern of discrimination/harassment.

About Commongood Careers

Abode Services has partnered with Commongood Careers to conduct the search for a Director of Financial Planning and Analysis. Commongood Careers is a mission-driven search firm that supports the hiring needs of high-impact nonprofits. With an approach that leverages robust talent networks, recruitment and search management expertise, and a deep understanding of our clients' missions and cultures, we help organizations secure the talent they need to create greater social impact. Since our founding in 2005, Commongood Careers has led more than 800 searches at 300 organizations in 33 states, making us one of the most experienced and dedicated nonprofit search firms in the country. [Learn more about nonprofit job opportunities at Commongood Careers.](#)