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## Director of Finance and Operations Role Description

L'Arche Greater Washington, D.C. provides homes, residential services, and places of belonging for adults who have intellectual disabilities in the context of an intentional, inter-denominational Christian community. The organization currently operates in Washington, D.C. and northern Virginia and is in the midst of an exciting time of growth in the D.C. metro region.

**Role Summary:** The Director of Finance and Operations (DFO) leads and manages all aspects of L'Arche's general business, financial, and legal affairs; and collaborates with Executive Leadership team in areas of contract services, human resources, advocacy and development on behalf of L'Arche, its mission, and the people it supports. S/he is the principal manager of (a) all service contracts and agreements, and (b) properties, legal liaison, and general supervision of human resources. The primary goal of the DFO is to protect, facilitate, and expand the mission of L'Arche through financial and business management systems that sustain L'Arche's people and resources.

**Reports To:** Community Leader | Executive Director

### Responsibilities

- Lead finance team, ensuring timely annual budget preparation and oversight, Medicaid billing, payable and receivable processing, financial reporting to the board of directors, and completion of annual financial audits and tax filings.
- Lead in execution and oversight of clearly defined policies and procedures for financial management and internal controls.
- Negotiate and maintain vendor contracts in areas including IT, facilities maintenance, accounting, consulting, legal services, and insurance.
- Oversee leasing, acquisition, management, and maintenance of L'Arche property, including residential homes, vehicles, and office space.
- Supervise Director of Human Resources in the management for 50+ employees, and collaborate on areas of payroll, insurance, and benefits.
- Collaborate with Human Services Leader to manage process of updating organizational policies and procedures
- Collaborate with Director of Development and Communications to ensure donor data accuracy and database optimization.
- Manage legal matters in cooperation with external consultants and pro bono counsel in collaboration with Executive Leaders in areas including employment, Medicaid compliance, real estate, HIPAA, disability rights, and tax.
- Maintain and develop relationships with government agencies, other service providers, and advocacy groups in order to stay informed on financial and legal matters.

- Participate in meetings held by the L'Arche board of directors, government agencies, D.C. and Virginia provider coalitions, and L'Arche employees relevant to role.
- Provide supervision for the Business Manager, Director of Human Resources, Administrative Assistant, and other roles as needed.
- Provide financial and operational management for affiliated property-owning corporation, L'Arche Homes for Life, Inc.
- Coordinate evaluation of investment management alternatives and implementation of investment management plan at the direction of the board of directors.
- Assist other L'Arche communities and L'Arche Federation structures in areas of expertise.
- Undertake other duties as necessary to fulfill responsibility or as assigned by the Executive Director.

### **Qualifications and Skills**

- Preference for graduate work in area relevant to responsibilities of DFO role, i.e., social work, law, business, non-profit management.
- 3 years of professional experience relevant to responsibilities of DFO role required.
- Knowledge of or ability to learn:
- Regulations and practices relevant to disability services and benefits, including Medicaid, Medicare, Social Security, licensing, human rights, and HIPAA
- Contract negotiation and compliance
- Financial management, including bookkeeping (in QuickBooks), budgeting, banking, and loan financing
- Human resources, including payroll, personnel policies, and employee benefits
- Property management
- Skilled in written and oral communication
- Skilled in planning, organizing, and managing self and others to accomplish goals
- Able to establish and maintain trusting and effective role-related relationships with a wide variety of people, including community members, colleagues, board members, and representatives of government and private agencies
- Motivated to integrate in finances and operations the philosophy and values expressed in the charter of L'Arche and L'Arche's Identity and Mission Statement
- Willing to make three year commitment

L'Arche welcomes applicants of all ages, races, genders, faiths, and sexual orientations.