



**National Runaway Safeline
Director of Finance & Operations
Position Description**

The National Runaway Safeline (NRS) is a 501(c)(3) organization committed to ensuring that young people who are facing crisis, who have run away, or are experiencing homelessness are safe and off the streets. NRS provides critical crisis intervention, information and resources for youth and families 24 hours a day, 365 days a year via a hotline, text, chat, emails, and an online forum. NRS is based in Chicago and serves young people in crisis and their families from across the U.S. and the U.S. Territories.

Overview:

NRS seeks a Director of Finance & Operations to join a diverse and passionate team inspired by the opportunity to contribute to efforts to ensure that young people who are facing crisis, who have run away, or are experiencing homelessness are safe and off the streets. The Director of Finance & Operations is responsible for day-to-day financial management and operations, including accounts payable, monthly accounting processes, payroll, benefits administration. The ideal candidate is highly organized and a strategic thinker with strong interpersonal and communication skills. A well-rounded background in finance and operations, non-profit accounting experience and working with federal funding will be key for success in this role. This position reports to the Chief Administrative Officer (CAO) and will work closely with the Chief Executive Officer and the NRS Board of Directors. The Director of Finance & Operations position is based in Chicago with the possibility of a hybrid work schedule.

Responsibilities:

- Manage day-to-day fiduciary operations including, but not limited to Accounts Receivable, Accounts Payable and vendor relations.
- Prepares and maintains month-end financials and annual audit reconciliations.
- Performs monthly bank reconciliations including individual and foundation giving and federal drawdowns.
- Works in collaboration with the Chief Engagement Officer and the Engagement Team to prepare required grant reports, budget documents, and related financial documents for grant submissions.
- Maintains monthly time and effort reports and other requirements for federal/public funding.
- Coordinates annual organizational audit and serves as point person with Audit/Accounting Firm.
- Manages grant allocations, compliance, and financial reporting requirements.
- Processes biweekly payroll and oversees benefits management.
- Assists with onboarding new staff members and maintaining personnel files.
- Maintains organizational operational policies and procedures, tracks and implements changes and updates and ensures staff and board adherence.
- Serves as a member of the NRS Leadership Team.

- Attends bi-monthly Finance & Audit Committee Meetings.

Qualifications:

- Bachelor's degree in accounting or finance with a minimum of 5 years of non-profit accounting experience and CPA preferred.
- Experience managing state and federal funding is a plus.
- Experience creating and managing budgets.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Creative problem-solving skills with a positive results-oriented mindset.
- Thorough understanding of non-profit budgetary and accounting principles, practices, and policies.
- Proficient with QuickBooks, Microsoft Office Suite, Expensify, Bill.com and Bloomerang or other similar CRM systems.
- Ability to maintain a regular full-time work schedule with flexibility, including weekend/evening availability to accommodate staff onboarding and training and Board of Director Committee Meetings.
- Passion, integrity and commitment to the mission and goals of NRS and DEIJ principles.

NRS is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age, or disability.

Salary range \$75,000-80,000 with benefits.

To apply submit resume and cover letter to:

<https://recruiting.paylocity.com/recruiting/jobs/All/d87a7736-f431-4eeb-89af-e7beeb8aece2/National-Runaway-Safeline>.

Individuals with lived experience of homelessness or housing instability are encouraged to apply.