



The Exodus Road

The Exodus Road Job Opening Announcement

Job Title: Finance & Business Administration Manager

Job Objective: To oversee and manage all aspects of TER's finance department

Job Location: Colorado Springs, CO

Reports to: CEO

Department: Finance

Salary Range: \$55,000-\$65,000 (Salary commensurate with experience)

Finance & Business Administration Manager

Job Description

The Exodus Road (TER) envisions a world where victims of human trafficking are freed and those who enslave them are brought to justice. The Exodus Road will accomplish this vision by utilizing covert investigations teams to assist law enforcement in identifying victims, collecting evidence against traffickers and advocating for police action.

The Finance & Business Administration Manager will be a strategic thought-partner, and report to the Chief Executive Officer (CEO). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT.

The Finance & Business Administration Manager will play a critical role in partnering with the senior leadership team in strategic decision making and operations as The Exodus Road continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Key Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Ensure foundation compliance to include state charitable solicitation registrations and renewals, state of Colorado filings, etc.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Manage all accounts payable insuring timely payments, as well as, creatively reducing costs when able.

Human Resources, Technology and Administration

- Further develop The Exodus Road's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience

- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of The Exodus Road

Benefits

- Two Weeks Paid Vacation as accrued (10 days PTO)
- 5 Wellness Days (Sick leave or mental wellness leave in addition to PTO)
- Monthly Gym Stipend: \$50/mo.
- Mental Wellness Counseling Visits (two appointments/yr. covered up to \$300)
- Paid National Holidays: 9 days
- Paid Floating Holiday: 1 day
- Life Insurance Policy of \$75,000: Covered by Company
- Optional Health/Vision/Dental Benefits, as enrollment allows: Dependent on plan chosen
- SIMPLE IRA plan, as desired, up to 3% employer match
- Comp time for overtime, events, travel available

The Exodus Road is an equal opportunity employer.

To apply, please submit a cover letter and resume to Careers@TheExodusRoad.com. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible.