



# COMPASS MARK

SCIENCE-BASED ADDICTION PREVENTION

## JOB ANNOUNCEMENT

**JOB TITLE:** Director of Finance and Administration  
**REPORTS TO:** Executive Director  
**STATUS:** Full-Time, Exempt  
**OPEN UNTIL:** Position is Filled

*Compass Mark is a non-profit organization founded in 1966 with a mission to prevent addiction through education, skill-building, and community mobilization. Serving Lancaster, Lebanon, and Chester Counties, Compass Mark provides a wide range of science-based prevention programs designed to guide and empower all people toward healthy, fulfilling lives free from addiction.*

### **SUMMARY DESCRIPTION:**

The Director of Finance and Administration is responsible for the strategic leadership of Compass Mark's finance, human resource, and administrative operations. As a senior leader in the organization, the Director of Finance and Administration will oversee and maintain accurate financial records in accordance with Generally Accepted Accounting Principles (GAAP), direct human resource strategy and implementation, and ensure the high quality, efficient administrative functioning of Compass Mark. This position serves a key role on the Senior Leadership team and works closely with the Executive Director and the Finance Committee of the Board to ensure the operational success of the organization.

### **PRIMARY RESPONSIBILITIES:**

#### ***Finance***

- Actively manage all day-to-day accounting functions for Compass Mark's \$1.7 million operating budget including accounts payable, accounts receivable, and cash receipts.
- Utilize QuickBooks and other financial software applications to record entries to general ledger, expenditure and revenue accounts, ensuring that all records are accurate and in compliance with Generally Accepted Accounting Principles (GAAP).
- Prepare and submit monthly invoices to external funding agencies and monitor the correct allocation of expenses through established authorization processes.
- Ensure compliance and tracking of restricted donor gifts, including organizational endowment and scholarship funds. Coordinate timely acknowledgement of all donor contributions.
- Oversee external vendor and contracting procedures.
- Manage banking relationships, cash flow, and the organization's short and long-term investments. Ensure proper reconciliation of banking and investment account statements.
- Coordinate payroll process and input of employee data for processing by contracted payroll service, ensuring prompt payment of federal, state, and local taxes and employee benefit premiums.
- Administer organization's 401K retirement plan and other employee benefit programs. Perform annual filing of Form 5500, compliance testing, and worker's compensation audit.
- Maintain an organized system of paper and electronic recordkeeping that allows for efficient access to financial information for audits, decision-making, or other purposes. Ensure the proper safekeeping of all financial assets and records.
- Lead the annual budget development process with support from the Senior Leadership Team.

- Coordinate the annual external audit process, in collaboration with the Finance Committee of the Board.
- Produce timely and accurate financial statements for the Executive Director and the Board of Directors, including cash flow analysis and forecast, identification of revenue/expense variance, and other ad-hoc reporting as requested.
- Develop and monitor Compass Mark's financial policies and internal control procedures, in collaboration with the Executive Director and the Finance Committee.

#### ***Human Resources***

- Manage all human resources functions including hiring and onboarding processes, employee benefit administration, employee background clearances, and performance evaluations in collaboration with supervisor team.
- Maintain and update personnel records including verification of employment eligibility, tax forms, employee benefits, timesheets, Paid Time Off (PTO) records, and other items.
- Disseminate information to employees related to organizational wellness initiatives, employee assistance programs, and team member recognitions/celebrations.

#### ***Administration***

- Conduct periodic reviews and revisions to agency policies and procedures, in collaboration with Executive Director and Senior Leadership Team.
- Provide technical assistance to employees related to organization's information technology systems and office equipment. Serve as primary contact with agency vendors responsible for information technology, phone, and office equipment support.
- Coordinates and authorizes the purchase of program materials, office supplies, and services necessary to the operations of Compass Mark.
- Oversee office facility maintenance, security, and cleaning services. Serve as primary contact with landlord or property manager for each Compass Mark office location.
- Assist Executive Director with development, administration, and monitoring of organization's risk management program, including negotiation and procurement of insurance coverage, claims administration, and ongoing risk evaluation and mitigation.
- Continually explore and recommend new methods to improve organizational systems of operation.

#### ***Leadership***

- Effectively engage staff to achieve goals through open communication, utilization of team-based approaches, and fostering a culture of high trust and accountability.
- Actively participate on the Senior Leadership Team and other internal teams as identified by the Executive Director. This position may supervise an Assistant in the future to provide direct support for various finance and administrative duties.
- Support the mission of Compass Mark in the community and adhere to the agency's core values.

### **REQUIRED QUALIFICATIONS**

#### **Education, Experience & Skills:**

- Bachelor's degree in Accounting, Business Administration, Finance, or related field is required.
- Minimum of three years of finance experience is required. Previous experience working in a non-profit organization, managing government grants/contracts, or other fund accounting experience is strongly preferred.
- Previous supervisory or human resources experience is preferred.
- Proficiency in QuickBooks and Microsoft Office applications, including Word, Excel, and Outlook.
- Knowledge of intermediate and advanced accounting principles, including Generally Accepted Accounting Practices (GAAP) and applicable laws/regulations

- Outstanding communication skills, both verbal and written, including the ability to share complex information in simple, everyday language.
- Proven skills in collaboration and project management, including the ability to build strong team performance and effectively coach/mentor staff.
- Excellent organizational skills with ability to manage short-term and long-term plans and goals.
- Demonstrated leadership and vision in setting priorities and guiding investment in people, systems, and organizational culture.

**Qualities:** Self-motivated and able to effectively balance multiple and competing priorities. Creative problem solver with capability to make clear, rational, and fair decisions. Superior intellectual curiosity including the ability to view old problems with new perspectives. Exceptional attention to detail. Commitment to working in a diverse environment utilizing collaborative and team-oriented approaches. Flexibility and ability to adapt approaches when needed. Commitment to high professional ethical standards.

**Language & Reasoning:** Ability to read, analyze, and interpret information. Ability to communicate clearly and effectively, including being able to create written reports and respond to questions. Ability to solve practical problems and interpret a variety of instructions in written and oral form.

**Travel:** Must have access to reliable transportation and be able to travel to meetings in Lancaster, Lebanon, and Chester County, Pennsylvania. Must also possess a valid driver's license and required vehicle insurance.

**Work Environment and Physical Demands:** Frequently required to stand, walk, sit and reach with hands and arms. Must be able to move about the office to access files and equipment, and operate a telephone, mouse, and keyboard. Must be able to occasionally lift and/or move up to 25 pounds. Other abilities required by this job include the ability to adjust focus, concentrate for extended periods of time, and talk and hear. The noise level in the work environment is usually moderate.

## **EMPLOYEE BENEFITS**

Compass Mark offers a competitive benefit package for all full-time employees which currently includes health insurance (Compass Mark pays 90% of employee medical premium), term life insurance, paid time off, paid holidays, tuition reimbursement / educational assistance, a generous 401k retirement plan, and other benefits.

### ***Equal Opportunity Employer***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniform service member status, sexual orientation, familial status, gender and gender identity, and any other protected class under federal, state, or local law.***

***Compass Mark values diversity and desires applications from diverse individuals.***

## **TO APPLY**

Email a cover letter and resumé to Hannah Gibson, [hgibson@compassmark.org](mailto:hgibson@compassmark.org), or mail to: Compass Mark, 1891 Santa Barbara Drive Suite 104, Lancaster, PA 17601. No phone calls, please.