

POSITION ANNOUNCEMENT
Boys & Girls Club of San Marcos
www.boysgirlsclubsm.org

Position: Director of Finance & Human Resource Management
Salary: \$47,000 - \$52,000 annual, plus benefits (Employer pays 50%)
Application Deadline: Friday, July 31, 2010
Position Start Date: September 1, 2010

Job Summary:

The Director of Finance & Human Resource Management works directly with the CEO and Board of Directors to plan and execute financial management strategies and monitor progress against goals; Oversee all financial activities, including the coordination and the preparation of current financial reports; Develop and provide summaries and forecasts for the future business growth and general economic outlook. Manage and administer Club human resource functions, including recruitment, compensation, employee benefits, insurance coverage, and legal requirements. Provide advice and counsel to management in the development of policies and practices that comply with all applicable regulations and are consistent with the mission and values of the Boys & Girls Club of San Marcos.

Job Requirements:

- **Skills:**
Ability to organize, balance and implement work flow to provide proactive team support; Strong communications skills; Ability to manage multiple projects; Demonstrate high standards of ethics and integrity; Ability to use independent judgment, discretion, and sensitivity in dealing with confidential information. A self-starter that anticipates needs and the ability to devise solutions.
- **Knowledge:**
Demonstrated knowledge of principles related to database and accounting computer application systems, strategic planning related to financial management, human resource management, treasury management, cost management, grants management, accounting standards, internal/external financial audits, information management systems, risk management practices, establishing internal/external financial partners, and non-profit financial management.
- **Education:**
Four-year college degree from an accredited college in the area of Accounting, Nonprofit Business Administration, Finance or other related discipline required.
- **Experience:**
Minimum of five years of experience preferred in financial management. Proven experience with QuickBooks.

How To Apply:

Send Resume with Cover Letter to:
Shelly Anguiano Figueroa
Chief Executive Officer
Boys & Girls Club of San Marcos
1 Positive Place, San Marcos, CA 92069
No e-mailed resumes accepted