



Position title	Department	Reports to
Director of Finance and Human Resources	Finance	CEO
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	12/01/2025

Purpose

The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Director of Finance and Human Resources will be a strategic thought-partner, and report to the CEO/executive director. 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, investment accounts, client billing and accounts, and center billing and accounts. The Director of Finance and Human Resources will play a critical role in partnering with the senior leadership team in strategic decision making and operations as SVMOW 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

Essential Duties and Responsibilities

Organizational Leadership / Strategy

- Serve as a strategic leader to plan, develop, implement, and evaluate SVMOW fiscal functions and performance.
- Partner with the CEO, Department Heads, Board of Directors, and other stakeholders to align financial planning with SVMOW strategic goals.
- Provide strategic financial input and guidance on decision-making issues affecting the SVMOW, including revenue generation opportunities and partnerships.
- Evaluate the structure and performance of the Finance Department, professional growth, and continuous improvement.
- Develop and implement policies to maximize revenue and manage expenses effectively.
- Other administrative activities as assigned by the CEO.

Budget Development / Financial Reporting

- Collaborate with the Finance Department and Board of Directors to prepare timely, accurate financial reports on a monthly, quarterly, and annual basis.
- Oversee the preparation of all external reports, including grant reporting and IRS Form 990 filings.
- Ensure compliance and accuracy in financial reporting for federal and state funding, foundations, private grants, and other stakeholders.
- Provide detailed financial analysis and reporting to support management and Board Directors.



Accounting / Financial Management

- Oversee the Finance Department to ensure proper maintenance of accounting systems in compliance and regulatory standards.
- Manage internal controls, facilitate external audits, and supervise accounting staff.
- Ensure accurate documentation and support for all financial activities, including journal entries, reconciliations, and unusual transactions.
- Oversee monthly close processes, cash flow management, and budget performance analysis.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO/ED; administer and review all financial plans and budgets; monitor progress and changes; and keep the senior leadership team abreast of the organization's financial status.
- Cultivate and manage partnerships with funders, vendors, auditors, and banks.

Human Resources

- Supervision of the Human Resources Department.
- Oversee human resources functions ensuring compliance with all laws and regulations. Including but not limited to recruitment, onboarding, benefits administration, workers compensation and health insurance.
- Ensure that the department produces an accurate payroll processing system inclusive of accurate leave, earnings, deductions, and time reporting records.
- Coordinate annual benefits programs working with the Human Resources Department and CEO to negotiate the best benefits coverage for employees at an affordable cost to the organization.
- Ensure the department maintains and updates as necessary the Employee Handbook and personnel records.
- Review and negotiate contracts, agreements, and grant documents in consultation with legal counsel as needed.
- Undertake additional administrative duties as assigned by the CEO.

KNOWLEDGE, SKILLS, & ABILITIES:

- Proven experience in accounting and financial management, including nonprofit accounting, and oversight of financial operations and organizations.
- Capacity to serve as a trusted advisor and partner to the CEO, Board of Directors, and senior leadership.
- Demonstrated ability to align financial strategies with organizational goals and priorities.
- Strong analytical capabilities in financial planning, forecasting, modeling, and data analysis.
- Proficiency with Microsoft Office Suite, QuickBooks, and financial software; experience with data-driven decision-making and trend analysis.
- Track record of building and leading effective teams, fostering a customer-centric and data-driven culture, and coaching team members to maximize their potential.
- Excellent oral, written, and presentation skills, with the ability to communicate complex financial information clearly and effectively across all levels.
- Financially sophisticated with experience managing both contributed and earned revenue streams.
- Comprehensive understanding of HR laws, employee benefits, group insurance, retirement plans, and compliance requirements.
- Expertise in managing external relationships, including auditors, benefit providers, and other professional services.
- Ability to anticipate, mitigate, and manage crises and liabilities effectively.



- High-level cultural competency to engage with and support diverse audiences. Strong interpersonal skills to foster positive relationships with colleagues, Board members, and the public.
- Collaborative, approachable, and professional demeanor with a compelling leadership presence and a proven ability to work effectively under pressure.

Education and/or Work Experience Requirements:

- Bachelor's degree in finance or accounting required; master's or other advanced degree or specific relevant credential (CPA, MBA or other) is preferred.
- A minimum of 10 years of overall professional experience, with a minimum of six years' experience in nonprofit financial leadership.
- Supervisory experience required.
- Human resources experience preferred.
- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- Strong interpersonal skills.
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions and instructions
- Background Fingerprint Clearance
- Drug Test Clearance
- Valid California Driver's License and clear DMV record.
- Background Clearance

Physical Requirements:

The performance of duties involves working in an office environment and the physical abilities to sit for extended periods of time and work at a desk with extended periods of computer tasks.

- Ability to safely and successfully perform the essential job functions to meet quantitative/qualitative standards.
- Ability to maintain regular, punctual attendance
- Ability to deal with the public in a professional manner
- Ability to work with a diverse client population, staff, and volunteers in a professional and respectful manner

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.



Compensation & Benefits

- Salary: \$95,000-\$140,000 DOE
- Medical, dental, and vision insurance
- 403(b) retirement plan with employer match
- Paid vacation, holidays, and sick leave
- Onsite work environment
- Professional development opportunities

Why Join Us

This is an opportunity to be part of a mission driven organization that has served seniors in Los Angeles for nearly fifty years. You will help to ensure that every senior in our care is nourished with dignity, compassion, and consistency. Your work will directly support life-changing service for thousands of older adults who depend on us.

To Apply

Submit a resume and cover letter detailing your interest and relevant experience to jobs@svmow.org. Applications will not be considered complete without both.

This document does not create an employment contract, implied or otherwise, other than an at will relationship.