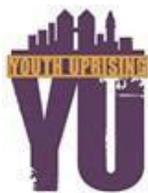


# Youth UpRising

## JOB DESCRIPTION



**Position Title:** Finance Director

**Reports To:** President & CEO

**Status:** Full Time (40 hours per week)

**Compensation:** \$75K - \$100K Annually, Commensurate with experience

### About Youth UpRising

Since it's opening in 2005, Youth UpRising (YU) has gone from a barebones operation to a bustling, 25,000-square-foot, high-tech youth leadership development center.

YU serves Alameda County residents between the ages of 13 and 24 – primarily youth of color from low-income neighborhoods in East Oakland where the center is located. Through innovative, culturally relevant programming in the areas of Arts & Expression, Career & Education, and Health & Wellness. YU also operates three Social Enterprises consisting of YU Eat (food services), YU Clean (janitorial), and YU Green (landscaping). YU attracts an astounding and ever-expanding membership of over 4000 youth.

YU envisions community transformation driven by investments in youth and young adults that result in the personal, social and economic transformation of all residents.

YU exists to build healthy, economically robust communities in East Oakland and the surrounding county, creating social change by harnessing the leadership of young people through consciousness raising, personal transformation, hard skill cultivation and leadership development.

### Primary Responsibilities

#### *Strategic Planning and Leadership*

Contribute financial expertise in the planning of new services that generate additional sources of revenue.

Manage and coordinate overall organizational **budget development** using a proactive, collaborative and strategic decision-making process that strengthens YU as a sustainable and thriving organization.

Serve as a primary YU liaison in negotiating and managing YU's **service contracts**, including all insurance policies.

Identify and define **staffing** needs for the Finance and Administration Department; hire, train, supervise, manage and develop administrative, accounting and finance staff.

#### *Bookkeeping and Financial Management*

Oversee all aspects of **financial bookkeeping** as needed in QuickBooks.

Manage internal/external **systems and controls** for accounts payable and accounts receivable to ensure safe deposit and recording of incoming monies, timely payment of accounts, and internal cash-flow.

**Youth UpRising**  
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**Manage and forecast** the immediate and longer-term **cash** needs of the organization. Support the development and maintenance of a prudent reserve. Manage investment of YU cash resources to both ensure the necessary accessibility and maximize financial return.

Coordinate and manage **audit processes** with internal staff, outside funders, consultants, and auditors. Ensure proper preparation for annual audit, including timely IRS filing.

*Cross-functional collaboration*

Ensure strong **internal communications** between Finance and all departments within YU. Assist other Directors and staff with accessing financial information necessary for developing and monitoring departmental, grant-specific and project-specific invoices and budgets, and achieving budget targets. Review and approve all budgets before entering into accounting system.

**Collaborate with the Development Team** to ensure accurate and timely financial information for government and foundation grant proposals and reports.

**Collaborate with the Social Enterprises and Programs** re earned income tracking and reporting to support YU's goals.

*Other duties as needed and assigned.*

**Start Date:** Immediate Opportunity. Applications accepted until position is filled.

**Compensation:** Competitive, commensurate with experience. Youth UpRising offers a competitive benefits package, which includes **100% Employer-Paid Medical, Dental, Vision and Life Insurance Premiums. PTO, 401(k) and Flex Plans also offered.**

**How to Apply:** Email resume, cover letter and four professional references to [talent@youthuprising.org](mailto:talent@youthuprising.org). Include "FD" – [Your Name]" in the subject line.

*Youth UpRising is an Equal Opportunity Employer. Youth UpRising strives to reflect the diverse community it serves.*

*Applicants who contribute to this diversity are strongly encouraged to apply.*