



**Position Title:** Director of Finance  
**Job Type, Classification:** Full-time, Exempt  
**Date:** February 2025

### **About Muttville:**

Muttville is a pioneering nonprofit dedicated to rescuing senior dogs, the most vulnerable in the shelter system. As California's first senior-dog-focused rescue, we've transformed perceptions through education and outreach, making older dogs highly sought after as loving companions. Since 2007, we've rescued over 12,000 dogs, creating lasting impact every day.

Our joyful, cage-free rescue provides a stress-free environment where dogs relax, thrive, and connect with potential adopters. We recently opened a state-of-the-art campus, allowing us to save more dogs than ever before while expanding opportunities for community engagement and education. Our \$9.1 million annual operating budget supports a range of innovative programs, including adoption, foster care, hospice, and veterinary care, all of which are recognized nationwide for their impact. Volunteers play a vital role in our mission, strengthening the bond between people and animals.

### **Working at Muttville:**

We foster an innovative, team-driven culture filled with optimism and a deep commitment to animals and the community. At Muttville, we encourage creativity, collaboration, and a supportive atmosphere where everyone's contributions are valued. We're dedicated to the well-being and success of both our team and the dogs we serve.

### **Position Summary:**

Muttville is on a mission to change the way the world thinks about senior dogs, and we're looking for an experienced and hands-on **Director of Finance** who is just as passionate about our work as they are about financial operations. This is more than a numbers job, it's a chance to be a thoughtful, trusted partner in driving innovation and resourcefulness, ensuring long-term sustainability, and helping us save more lives.

As a key leader in this next chapter of growth, you'll do more than oversee budgets, you'll build systems that empower strategic decision-making, create transparency that inspires donor confidence, and ensure our resources are aligned with Muttville's mission and values. You'll also support Muttville's organizational health by overseeing key aspects of human resources, business operations, and administrative functions.

Working closely with the Donor Engagement team, you'll help craft compelling financial narratives that strengthen fundraising efforts and deepen trust with our supporters. Most importantly, you'll be part of a collaborative, mission-driven culture where every decision we make is rooted in kindness, innovation, and an unwavering commitment to saving senior mutts.

This is an opportunity to bring your finance expertise, heart, and strategic vision to an organization that is redefining animal welfare, one gray muzzle at a time.

## **Key Responsibilities:**

### **Leadership & Strategic Planning**

- **Ensure financial considerations are integrated into strategic decision-making.**
- **Align financial, operational, and programmatic strategies** in partnership with senior leaders, to support long-term goals.
- **Lead, mentor, and elevate** the Finance team with clear goals and accountability.
- **Build donor confidence** by participating in major donor meetings presenting financial insights demonstrating effective resource management and long-term sustainability.
- **Guide the development and administration of Muttville's future endowment**, collaborating with leadership and the board to establish a sustainable framework that ensures long-term financial security and mission impact.
- **As requested, contribute to board meetings;** present the annual budget and financial reports.
- **Work closely with the Director of Business Operations to manage capital project budgets** for our new campus and future facility improvements.
- **Embrace EOS (Entrepreneurial Operating System) management tools** in daily operations and decision-making processes.

### **Compliance & Risk Management**

- **Ensure compliance with all financial regulations**, including GAAP standards, IRS requirements, grant funding restrictions, accurate and timely filings for audits, tax returns, and other reporting requirements.
- **Evaluate and implement financial policies and internal controls** to safeguard Muttville's assets and mitigate financial risks.
- **Manage and coordinate the annual external audit process.** Recommend and implement improvements based on audit findings.
- **Oversee schedule preparation of materials for annual IRS Form 990** and ensure timely filing.

## Budgeting & Financial Forecasting

- **Oversee Muttville's operating budget**, ensuring financial health and sustainability.
- **Provide financial modeling and scenario analysis** to guide strategic decision-making and mitigate financial risks.
- **Project manage the organization's annual budgeting process** in conjunction with senior leadership.
- **Provide ongoing budget vs. actual (BvA) analysis**, presenting key financial performance insights to the CEO, COO, Board Treasurer, and functional managers.
- **Use market data and compensation surveys** to establish and adjust salary ranges.
- **Communicate pay structures** to employees and contractors in alignment with financial planning.
- **Provide financial insights** to the Director of Business Operations to support contractor compensation decisions, ensuring alignment with budgetary goals and compliance.
- **Manage grant and restricted funds**, ensuring proper allocation and compliance. Partner with the Manager of Institutional Giving to develop financial models that support existing programming and budgetary needs, and align with donor's investment interests.

## Treasury & Cash Flow Management

- **Monitor and forecast cash flow** to ensure financial stability and sustainability.
- **Manage Muttville's cash flow strategy** ensuring sufficient liquidity while making investment recommendations in partnership with the Board President, Treasurer, or Assistant Treasurer.

## Financial Stewardship & Resource Optimization

- **Cultivate a culture of financial literacy**, empowering colleagues to understand budgets, financial decision-making, and the impact of spending choices on Muttville's mission.
- **Guide teams in prioritizing spending**, ensuring resources are directed toward the most significant impact while maintaining financial sustainability.
- **Champion resourcefulness and innovation**, encouraging teams to maximize volunteer contributions, seek in-kind support, and explore creative, cost-effective solutions.
- **Reinforce the connection between financial responsibility and lifesaving impact**, ensuring every dollar saved means more senior dogs are rescued and rehomed.
- **Ensure financial decisions reflect donor trust**, demonstrating accountability and a commitment to using funds responsibly to further Muttville's mission.

## Human Resources & Administration

- **Assist with benefits administration.**
- **Oversee 401(k) administration** and assist employees with enrollment.
- **Oversee the onboarding and offboarding process**, ensuring a smooth transition and compliance with organizational policies.
- **In partnership with our PEO and key stakeholders**, maintain and update the employee handbook to ensure compliance and alignment with organizational policies.
- **Collaborate with the PEO and key stakeholders** to guide on sensitive HR matters, offering a financial and risk-management perspective and ensuring fair and compliant resolution processes.

## Upholding our Core Values and Culture

- **Cultivate a workplace where gratitude, teamwork, fun, and resourcefulness thrive**, ensuring every staff member, volunteer, and supporter feels valued in their role in saving lives.
- **Champion Muttville's Foundations of Success and Spirit**, fostering a "get to yes" mindset, cultivating trust, and maximizing volunteer engagement.
- **Model accountability, professionalism, and collaboration**, fostering a positive, mission-driven work culture.
- **Protect and enhance Muttville's reputation** within the community through financial integrity, thoughtful decision-making, and a deep commitment to stewarding donor resources responsibly.
- **Promote open, thoughtful communication**, ensuring transparency, active listening, and mutual support across teams.
- **Enjoy working in a dog-friendly environment**, embracing a workplace where senior mutts are always part of the daily experience.

## Skills & Experience:

- Minimum of 7 years of relevant experience, with expertise in GAAP accounting principles and financial reporting.
- Expertise in the management of full-cycle month-end and year-end close management, external audits, financial statements reporting and analysis, accounts payable and receivable, accrual basis accounting, cash management, and cash flow, banking and investments, efficiency improvements, process automation, accounting systems setup, procedures documentation, consolidation reporting, budgeting and forecasting, internal controls, financial risk/fraud mitigations, and accounting standards.

- Minimum of 3 years of senior management experience, with staff supervision and development responsibility.
- Audit experience as an auditor in public accounting is a plus.
- Demonstrated experience in financial management within nonprofit or mission-driven organizations, including fund accounting and donor-restricted funds, is a plus.
- Advanced proficiency in MS Office applications, Google Suite, and QuickBooks.
- Ability to clearly communicate financial insights and strategies to diverse audiences, including staff, donors, and the board.
- A passionate advocate for animal welfare, dedicated to transforming the lives of senior dogs through innovative rescue and rehoming efforts. Committed to inspiring community support, fostering involvement, and advancing Muttville's role as a leader in the field of animal welfare and new beginnings.
- Track record of designing systems and processes that improve efficiency, transparency, and organizational impact.
- Outstanding attention to detail and strong organizational, analytical, and prioritizing skills.
- Ability to handle sensitive and confidential matters with the highest level of integrity.
- Institutional investment experience is a plus.

**Preferred Qualifications:**

- Bachelor's Degree in Accounting, Finance, or Business Administration. An advanced degree (e.g., MBA, MPA) or CPA designation is highly preferred.

**Reports To:**

- Chief Operating Officer

**Supervises:**

- Accounting Supervisor
- Accounting Clerk

**Schedule and Location:**

- Monday - Friday, with the occasional evenings/weekends for special events or activities.
- Hybrid role; in-person work focused on collaboration, training, and relationship building.

**Compensation & Benefits:**

- **Salary Range:** \$120,000 - \$150,000
- **Benefits Package:** Muttville offers a generous benefits package, including comprehensive medical, dental, and vision insurance, life and disability insurance, a retirement plan, an Employee Assistance Program (EAP), paid time off, a gym membership to FITNESS SF, and continuing education support.

**Background Check:**

Employment is contingent upon the successful completion of a background check.

**Commitment to Inclusion:**

Muttville is dedicated to fostering an inclusive and diverse workplace. We encourage applicants from all backgrounds to apply.

**TO APPLY:**

Please send your cover letter and resume to [jobs@muttville.org](mailto:jobs@muttville.org).