

FINANCE DIRECTOR

Full-Time

Sojourner Family Peace Center is seeking an experienced Finance Director to manage all financial activities and oversee the IT and facilities needs of the agency. This position will oversee all accounting and finance operations, including not but limited to, accounts receivable and payable functions, the preparation of agency fiscal records, financial reporting, audits and yearly budgeting activities. The position will also oversee facilities and building maintenance needs, the planning and direction of IT activities, as well as 403(b), worker's compensation and unemployment plans and reporting. Additional responsibilities include the development of short and long term range strategies, plans and budgets based on agency goals and objectives; the management of agency accounting policies and strategies to ensure that the financial management system is in compliance with accounting standards and government funding regulation; and the development and maintenance of strong internal procedures and controls to promote communication and adequate information flow.

QUALIFICATIONS: Requires a Bachelor's degree in Accounting or Finance and five+ years of relevant experience, expertise in not-for-profit accounting and government funding is preferred. A CPA certification is a plus. Minimum of two years supervisory experience required. Experience working with relevant accounting/finance software preferred. Experience with IT systems and Facilities preferred. Must have demonstrated experience working effectively with all levels of management and staff; strong leadership and collaboration skills. Strong computer, written/verbal communications skills, analytical/abstract reasoning skills a must.

COMMUNITY RESOURCE ADVOCATE

Full-Time

Sojourner Family Peace Center is seeking an experienced professional to work as a full-time Community Resource Advocate. This position will provide assistance to victims of domestic violence from diverse backgrounds and will assess client's individual situations and refer to internal resources as well as community resources. Position will assist in developing safety plans and accompany clients to legal proceedings as necessary; and collaborate with community systems as needed.

QUALIFICATIONS: Bachelor's degree or equivalent in social work, criminal justice, communication, human resources or relevant field. Minimum two years professional experience in advocacy, case management, human resources or related field. Experience with the issue of family violence preferred. Bilingual Spanish preferred.

Send resume and salary requirements to:

Sojourner Family Peace Center

Attn: Human Resources

P.O. Box 080319

Milwaukee, WI 53208

Or email: brendab@familypeacecenter.org

Sojourner Family Peace Center is an Equal Opportunity employer and service provider operating under an Affirmative Action and Civil Rights Plan.