



Finance Committee Position Description.

At Neighborhood House (NH), our vision is a healthy, diverse, and welcoming community, free of poverty and racism, where all people thrive. We serve nearly 13,000 individuals in Seattle/South King County in the areas of early learning, youth development, citizenship, employment, health care coordination, housing stability, and resource navigation. In addition to direct services, we use our experience and deep connection to our communities to advocate for equitable access to services, and policy changes that advance equity for all.

POSITION SCOPE

The Finance Committee is a subcommittee of Neighborhood House's Board of Directors which carries the responsibility for determining and furthering the mission, setting organizational goals and priorities, fundraising and relationship development, advocacy, hiring the Executive Director, and protecting the agency's assets. There are other standing committees: Board Development, Finance, Resource and Development, REALL, and executive committee. All of the committees play a fundamental role in carrying out the mission.

We are seeking an expert in nonprofit finance and accounting to support the Finance Committee's responsibilities of monitoring and reporting Neighborhood House's financial position, as well as overseeing the investment of capital funds. The current opening is as a community member/expert serving on the Finance Committee, but not on the Board of Directors. If an opening should become available for a board position, community members may be considered for a Board position.

The Finance Committee shall review monthly financial statements, approve financial and internal control policies, and review/recommend the annual budget to the full Board of Directors for approval. The Finance Committee oversees the engagement by the Neighborhood House's management of a

reputable certified public accountant to perform the annual audit and provides an in-depth review of the auditor's report and audited financial statements. The Finance Committee also, where appropriate, provides assistance and advice to the Treasurer who serves as Chair of the Finance Committee and Director of Finance.

Personnel, Risk Management, Information Technology, and facilities issues may come to the Finance Committee for consideration and recommendation to the Board of Directors.

RESPONSIBILITIES

- Attend monthly Finance Committee meetings and actively participate in discussions and decision-making.
- Review financial statements, budgets, and forecasts to provide informed oversight and recommendations.
- Ensures adherence to financial policies, regulatory requirements, and internal controls.
- Provide strategic guidance on budgeting, financial sustainability, and long-term planning.
- Review audit findings and recommendations helping to strengthen financial accountability and compliance.
- Collaborate effectively and respectfully with staff, board members, and fellow committee members.

QUALIFICATIONS

- Bachelor's degree in finance, accounting, or related field.
- Minimum of five years of experience as a controller, finance director, chief finance officer or independent auditor with experience auditing complex, government-funded nonprofit organizations.
- Demonstrates ability to interpret, and analyze financial statements, budgets forecasts, and audit reports while asking insightful questions and providing strategic recommendations.
- Strong understanding of financial policies, internal controls, and nonprofit financial management practices.
- Familiarity with OMB Uniform Guidance and compliance requirements for government-funded nonprofits is preferred.

- Excellent communication, collaboration, and interpersonal skills, with the ability to work effectively with staff, board members, and committee stakeholders.

COMMITMENT

This committee requires an approximate time commitment of 2-4 hours per month attending monthly virtual Finance Committee meetings (4th Tuesdays 5-6:30pm), and reviewing financial statements, policies, and other material shared by Neighborhood House.

APPLYING

Anyone interested in volunteering for this position should complete our [Volunteer Inquiry Form](#) so that we can learn more about you.

For questions about this, or any other Neighborhood House volunteer positions, contact Muna Ali Volunteer Engagement Manager, at (206) 670-6807 or Nhvolunteers@nhwa.org. A resume and references may also be requested.