



Finance & HR Director

Organizational Overview

Foster the Family exists to support and encourage foster and adoptive families, mobilize and equip the community and church for foster care and adoption, and advocate for vulnerable children. We are a quickly growing, multi-state organization with support groups and practical response programs in support of foster, adoptive, and kinship families. Internally, we are a team of passionate and humble professionals who are all dedicated to healthy children and thriving families. We currently operate in 35 states across the country and expect to increase this number significantly in the next three years.

Reports To: Executive Director

Location: Remote

Position Status: Part-Time, Exempt

Pay: Hourly, \$30-35/hour

Position Summary

The Finance & HR Director provides strategic oversight of the financial systems and internal staff processes that support the work of Foster the Family. Reporting to the Executive Director, this part-time leadership role ensures the organization's financial reporting, compliance, payroll systems, and core HR processes operate smoothly and in alignment with nonprofit best practices.

This role focuses on oversight, systems improvement, and financial health, working closely with the Finance Coordinator, accounting partners, and internal leadership to maintain strong financial practices as the organization continues to grow nationally.

The Finance & HR Director also supports key HR administrative processes such as onboarding, offboarding, and employment documentation in partnership with the operations team. This role is ideal for someone who enjoys bringing clarity, structure, and sustainability to mission-driven organizations while working in a flexible, part-time leadership capacity.

Essential Duties & Responsibilities

Financial Management and Oversight 50%

- Provide oversight of monthly financial reporting, including Profit and Loss statements, Balance Sheets, Cash Flow reports, and the monthly and annual close processes.
- Serve as the primary liaison with the organization's accounting firm to coordinate annual tax filings, including Form 990, 1099s, and other required filings.
- Supervise and support the Finance Coordinator who manages the day-to-day bookkeeping functions including accounts receivable, accounts payable, payroll processing, and payroll journal entries.
- Review monthly reconciliations and ensure financial records and reporting remain accurate, consistent, and well-documented.
- Maintain oversight of Bill Spend & Expense systems and organizational expense cards.
- Provide guidance and financial support to Office Directors, including best practices for financial procedures and grant-related financial reporting.
- Oversee the preparation and distribution of annual donor giving statements in coordination with Salesforce and other accounting records.

Financial Compliance and Systems Development– 25%

- Oversee state registration filings and compliance documentation, including charitable solicitation registrations and payroll tax registrations where required.

- Track renewal deadlines, maintain documentation, and coordinate registration updates as the organization grows.
- Strengthen systems related to financial documentation, inventory tracking, and organizational financial processes.
- Support leadership and operations teams in maintaining strong financial policies, internal controls, and audit-ready practices.

Organizational Support and Collaboration – 15%

- Partner with leadership to provide financial insights that support strategic decision-making and long-term sustainability.
- Collaborate with the Operations team to strengthen internal systems and workflows.
- Support staff and Office Directors with financial troubleshooting and reporting needs.
- Contribute to improvements in systems and processes that support the organization's growth, sustainability, and impact.

HR and Staff Systems Support – 10%

- Support HR administrative processes in partnership with the Operations team, including staff onboarding, offboarding, and employment documentation.
- Assist with employment verifications and HR-related administrative needs.
- Help ensure payroll systems and employee records remain organized and compliant.
- Support the continued development of simple, clear systems that strengthen staff operations.

Qualifications – *Don't hesitate to apply if you don't meet all the requirements but think you are a good fit! We value diverse backgrounds and humble passion.*

- Three years' experience in a nonprofit finance management or leadership role.
- Five years' experience in nonprofit accounting practices including but not limited to: restricted funds, donor reporting, form 990 preparation, cash flow reports, payroll, etc.
- Experience working nonprofit financial and CRM systems (e.g., Salesforce, Zeffy, Google Workspace, BILL, Quickbooks, etc.)
- Experience supporting HR administrative functions
- Experience working in the nonprofit, child welfare, or ministry sector.
- Comprehensive understanding of the foster care system preferred.
- The ability to work remotely with adequate internet access and hardware.
- Generally available during business hours of Monday through Friday, 8:00am - 5:00pm.
- Availability for 15-20 hours per week with potential to increase hours in the future as the organization grows.

Please send your resume and cover letter to kate.schultz@fosterthefamily.org. Applications will be reviewed on a rolling basis until the position is filled. We encourage early applications, as interviews may begin prior to the posting closing.