



Director of Finance and Administration

Job Summary

The Director of Finance and Administration (DFA) is a full-time (40 hours per week) position that serves as the principal leader of all accounting, financial management, real estate asset management, human resources, and IT functions. The DFA manages relationships with several key vendors, including the Property Management Firm, Auditor, Bankers, Payroll Service, 403b Plan Administrator, Health Insurance Broker, Business Insurance Broker, IT Consultant, and HR Consultant.

The Director of Finance and Administration reports to the Chief Executive Officer. This position supervises a staff accountant. The DFA serves on the Bridge Leadership Team (BLT) and collaborates with all members of the BLT. The DFA is the primary liaison with several board committees including Finance, Property and Grounds, Endowment, Audit, and People/HR.

This position is a hybrid work schedule with an office at our headquarters in Glen Ellyn; this position is expected to be in the office 3-4 days per week with occasional evening and weekend work requirements.

Agency Background

Founded in 1988, Bridge Communities (Bridge) is DuPage County's largest provider of transitional housing and supportive services for families facing homelessness. At present, Bridge owns and operates twenty-five apartment buildings in 7 DuPage villages, with 154 total apartments. Bridge serves over 100 families facing homelessness annually, with Program staff providing intake and referral, case management, employment coaching, children's services, family wellness programming, donated vehicles, oversight of volunteer mentors, and more in a two-generation model working to break the cycle of poverty for each family unit.

Bridge has a unique business model with faith-based and community-based organizations providing both financial support and volunteer mentors for families. Bridge values collaborations with community-based service agencies, businesses, and schools to provide holistic support to families with warm reception. A strong fundraising team that has created diverse funding streams and high donor retention. In Fiscal Year 2025, Bridge had a \$6.1 million operating budget, \$20 million in net assets, with \$5 million endowment and 27 employees.

Responsibilities

Accounting and Finance: 50%

- Full charge accountant – using Abila MIP, maintenance of general ledger, journal entries, reconciliation of balance sheet and bank accounts, and monitoring of bank account activity. Prepares and issues monthly financial statements and board financial package complete with income statement, balance sheet, and variance-from-budget commentary.
- Holds management staff accountable for their budgets and assists them in understanding financial reports and the financial implications of their decisions.
- Supervision of Staff Accountant who has primary responsibilities of bank deposits, Accounts Payable, bank reconciliations, and monthly Program Partner billing.

- Leads the preparation of the annual operating budget and prepares a budget package for various Committees and Board Approval. Personal responsibility for developing budgets for earned revenue, administrative expenses, property costs, and capital expenditures. Works in collaboration with Director of Program Housing, Director of Program Services, and Development Director to build contributed revenue and expenses, and program related revenue and expenses.
- Prepare monthly cash flow forecasts to ensure that bank accounts have sufficient balances to operate, including the Property Management account and investment of cash reserves.
- Primary responsibility for preparing for the annual audit and completion of 990, completing account analyses and all requests for information. Liaisons with Audit Firm and Audit Committee.
- Manage relationships with all banking partners. Leads process with principal lender for renewal of credit lines and mortgage debt. Maintains close communications with Finance Committee.
- Leads budgeting and oversight of all building expenses, including property management and maintenance expenses, utilities, property insurance, property taxes, any rental expenses and all capital improvement expenditures averaging around \$500K per year. Collaborates with Portfolio Manager and Property Management Firm on asset management.
- Directs strategy for real estate asset management, housing portfolio data and planning for growth of housing portfolio in partnership with CEO and Property and Grounds Committee.

Human Resources: 20%

- Serves as the first point of contact for staff concerning payroll, benefits, or HR policy issues, coordinating, when necessary, with external legal resources, benefits broker, and HR committee. Also administers 403(b) and FSA plans.
- Collaborate with all staff supervisors on yearly performance evaluations. Support supervisors in the coaching and professional development of their staff.
- Manage the payroll process for all employees, including annual pay adjustments, bonus process, and annual benefit enrollment process.
- Leads the Employee Engagement Task Force and annual Engagement Survey.

General Operations: 15%

- Directs the staff benefits and business insurance with named providers in collaboration with CEO. Communicates changes in coverage as appropriate.
- Liaison with IT service provider to ensure business technology needs are met, including hardware, software, and security.

Administrative Leadership: 15%

- Establish a work culture that recognizes and celebrates diverse perspectives, Bridge Communities' values, open communication, and trauma-informed principles.
- Conceive of and lead projects that improve the efficiency of back-office functions and better support the organization.
- Participate as a member of the Bridge Leadership Team (BLT) taking shared ownership for the achievement of strategic plan initiatives, organizational goals, and housing departmental goals.
- Participate in Board of Directors' quarterly meetings. Serve as primary staff liaison to Finance, Audit, People, and Property and Grounds Committees. Serve on additional leadership committees or task force as directed by the CEO.
- Collaborate with development team members to provide business and financial information needed for grant proposals and ongoing reporting to grantors.

All Bridge Communities staff are expected to demonstrate in their performance the agency's identified Core Competencies: Service to Mission, Stewardship, Leadership, Innovation, and Collaboration. Staff is also expected to believe in and demonstrate our agency values of Partnership, Hope, Integrity, Respect, and Empowerment.

All Bridge Communities' staff adhere to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image and attitude regarding Bridge and NFP sector. Demonstrate commitment to professional growth and development. Demonstrate commitment to strengthening Bridge Communities' policies and practices as they relate to equity and belonging.

Qualifications

1) Education and Experience

- a) Bachelor's Degree in Accounting or Finance. CPA designation is highly preferred.
- b) At least twelve years of total work experience, with scope of responsibilities having included some or all the above non-financial disciplines – i.e. HR, IT or Real Estate.
- c) Non-profit auditing or accounting experience strongly preferred.
- d) Public accounting experience, non-profit auditing/accounting and/or business experience preferred.

Salary range for the position is \$108,000 - \$118,000 depending on experience and CPA designation. This position qualifies for all Bridge Communities offered benefits, including health and disability insurance, generous paid time off, 403(b) retirement matching, et al.

2) Knowledge and Skills

- a) Proficiency with MIP or other common small business accounting software.
- b) Proficiency in MS Office suite, particularly in Excel, which must be demonstrated in the recruiting process with completion of an exercise.
- c) Proven track record of recruiting and developing direct reports and inspiring them to solve problems and work independently
- d) Superior listening, written and verbal communication skills with a belief in leading through collaboration and shared goals
- e) Critical thinking and problem-solving skills to determine needs and best plan of action and best use of limited resources
- f) An understanding and commitment to using data and outcomes to drive decision-making

To Apply:

Compose a cover letter – one-page maximum – to clearly state your case for your candidacy. **Resumes submitted without a cover letter will not be considered.** Email your cover letter and resume to amy.vanpolen@bridgecommunities.org.

Browse our website www.bridgecommunities.org to learn more about Bridge Communities.

Candidates whose backgrounds are strong fit with our requirements and have followed the explicit instructions can expect contact within 10 business days of application deadline. No follow-up phone calls or emails please. Application deadline is September 5, 2025.

Bridge Communities is an equal opportunity employer. It is our policy to grant equal employment opportunity to all qualified individuals without regard to race, color, age, national origin, sex, religion, pregnancy, ancestry, disability, sexual orientation, marital status, military or veteran status, or any other

status protected by applicable federal, state, or local laws. This policy pertains to all personnel actions including, but not limited to recruitment, evaluation, selection, promotion, compensation, and termination.