

Job Title: Director of Business Operations

Department: Business Office

Supervisor: Executive Director

About COBYS Family Services

Motivated by Christian faith, COBYS Family Services educates, supports and empowers children and adults to reach their full potential. Located in Lancaster County, Pennsylvania, COBYS Family Services provides a range of foster care, adoption, permanency, family life education and counseling services throughout the region. Although our main offices are in Lancaster, we also serve individuals and families in Berks, Cumberland, Dauphin, Schuylkill, York and Lebanon counties. We facilitate programs and services in partnership with The Lancaster County Children and Youth Social Service Agency and the Statewide Adoption and Permanency Network (SWAN).

At COBYS, you can expect an organization environment where kindness and respect matters, where colleagues work collaboratively and strive for excellence in the care provided to our clients. Delivering direct human services is not an easy job, but we believe it is our organization's calling in assisting those we serve in our community. We encourage you to be your best self and to serve joyfully, while practicing empathy, grace and humility.

To apply and for more information about COBYS visit, <https://cobys.org/employment/>

Director of Business Operations

The Director of Business Operations directs the business functions of COBYS Family Services with oversight of the fiscal, administrative, technology and property needs of the organization. The position serves as an active member of the Executive Team, developing and implementing the organization's vision and mission. This position will supervise staff according to the current organizational chart and will provide business leadership to the full organization.

Duties/Responsibilities:

- Responsible for reviewing financial reporting, budgeting, payroll, employee benefit updates, audits, property management and salaries across the organization
- Oversee the banking activities and track cash flow of organization
- Responsible for understanding the contracting and budgeting processes in child welfare
- Responsible for development and review of financial information in contracts
- Analyze financial strengths and weaknesses of the organization
- Propose strategic direction for the business office and consult on business matters for individual programs as needed.
- Assist in setting new staff salaries and annual salary increases
- Attend Executive Team, program and board meetings as needed

Desired Skills and Abilities:

- Commitment to enhancing COBYS vision, mission and core values within the Business Office
- Financial planning and strategy skills
- Strategic planning and vision
- Excellent problem solving and leadership characteristics
- Promotion of process improvement
- Budget creation
- Knowledge of payroll and employee benefit programs
- Proficiency with accounting software and spreadsheets
- Solid financial reporting technical skills
- Desire to learn all systems large and small to run a nonprofit organization
- Ethical and self-motivated

Qualifications:

- Bachelor's Degree in accounting or finance
- MBA or CPA preferred
- 5-7 years of management experience working in the financial field