

**Bacon Street Youth and Family Services**  
**Job Title: Director of Finance and Administration**  
**Reports to: Executive Director**  
**FLSA Status: Exempt, salaried position**  
**FTE: 1.0 (full time)**  
**Compensation: \$48,000-\$52,000 annually DOE**



Bacon Street Youth and Family Services (BSYFS) seeks an enthusiastic professional to join our team! With direction from the Executive Director, the Director of Finance and Administration will be responsible for the accounting, office management, procurement, property management, insurance billing, and accounts receivable/payable for the agency. Ability to work autonomously with limited direction will be essential. Attention to detail is critical, and the ability to effectively execute multiple projects and balance different priorities is also required. Experience in nonprofit/government accounting is desired. Bachelor's degree in business administration, accounting, or related field required. At least 3 years' experience directly related to bookkeeping/accounting expected.

**To apply: Please submit resume, cover letter, and three references to Kimberly Dellinger, Executive Director at [kdellinger@baconstreet.org](mailto:kdellinger@baconstreet.org). For questions about the position, please call us at 757-253-0111. Bacon Street Youth and Family Services is an Equal Opportunity Employer.**

#### **Primary Responsibilities:**

- Is responsible for accounting for the agency, including grants management, expense tracking, receivables, etc.
- Is responsible for the oversight of insurance billing for the agency for clinical appointments, etc. Must be familiar with intricacies related to medical insurance billing and compliance.
- Is responsible for procurement of resources for the agency, including inventory audits, tracking, etc.
- Is responsible for identifying and responding to physical plant requirements for the agency for four different locations in the Hampton Roads/Greater Williamsburg area.
- Is responsible for overseeing the scheduling of initial appointments/assessments for all incoming clients as a part of the clinical program for the agency.
- Provide regular complex financial reports for the Executive Director and Board of Directors as required.
- Serve as the financial point person for the agency.
- Provides oversight of the Human Resources tasks necessary for the agency, and supervises the Human Resources Assistant.
- Will oversee the payroll process for the agency.
- Will supervise administrative staff (3), interns, and practicum students.
- Additional duties as assigned.

#### **Qualifications/Skills & Knowledge Requirements**

**Education:** Bachelor's degree in business administration, accounting, or related field.

**Experience:** At least 3 years' experience directly related to nonprofit bookkeeping/accounting (Quickbooks and Excel) required. Successful experience in systems management is expected. Experience with medical insurance billing is desired.

#### **Environment/Physical Demands**

This position involves standing, lifting/carrying supplies, and sitting for longer periods of time. No special physical demands are required to perform the work. The successful candidate will be required to work extended hours at times to complete projects or attend functions outside of normal operating hours.

### **About Bacon Street Youth and Family Services**

At Bacon Street Youth and Family Services we are passionate about supporting families. For over 47 years we have served adolescents and families dealing with substance abuse and mental health challenges through treatment and prevention programs. As a family focused provider, our counseling services extend to family members affected by and involved in the youth's counseling and/or recovery needs. The program engages youth and their families in a process of measuring the extent of the young person's substance abuse and/or mental health challenges, educating the family about substance abuse and mental health, providing the individual client and family with activities to allow for the development of new behaviors, and opportunities to address other disorders which may be co-occurring with substance abuse. At Bacon Street Youth and Family Services, we truly understand how scary and overwhelming adolescent substance abuse issues are and we are here to help, free of judgment and full of compassion.

"BSYFS provides prevention, education, and counseling to youth, their families, and our community, resulting in their living a life free of substance use challenges." Our mission centers on mentorship, advocacy, support, healing, listening, and empathy. We work to build lifelong relationships with the communities we serve and focus on healing for the entire family during the treatment process.

For more information, visit: [www.baconstreet.org](http://www.baconstreet.org). *Bacon Street Youth and Family Services is an Equal Employment Opportunity/Affirmative Action employer.*