

Fractional Director of Finance

Job Type: Fractional (Estimated 20%), Exempt

Date: April 2026

About Muttville

Muttville is a pioneering nonprofit dedicated to rescuing senior dogs, the most vulnerable population in the shelter system. As California's first organization focused on older dogs, we have reshaped public perceptions through education, outreach, and storytelling. Since 2007, we have saved more than 14,000 dogs.

We foster an innovative, team-driven culture filled with optimism and a deep commitment to animals and the community. Volunteers strengthen every part of what we do and are essential to our success.

Position Summary

Muttville is looking for an experienced Fractional Director of Finance who brings both financial expertise and genuine alignment with our mission. This is a part-time senior leadership role — a trusted thought partner to the CEO and Board, providing strategic financial oversight, mentoring our finance team, and ensuring the long-term sustainability of our work.

Workload varies across the year, with peak intensity during the monthly close (typically the third week of each month), the spring audit, fall budgeting cycle, and year-end close in December/January.

Key Responsibilities

Financial Leadership & Strategy

- Serve as a senior thought partner to the CEO, COO, and Board on financial planning and organizational sustainability
- Ensure financial considerations are integrated into strategic decision-making across the organization
- Partner with the board to recommend capital allocation policies and ensure compliance
- Participate in quarterly Board meetings, presenting financial reports and the annual budget as requested
- Support major donor relationships by participating in key donor meetings and presenting financial insights that demonstrate effective stewardship and long-term sustainability

Team Leadership & Development

- Directly oversee and mentor the Finance team (Accounting Supervisor and Accounting Clerk), providing clear goals, accountability, and ongoing feedback
- Review team work product, including financial statements, reconciliations, and reporting to ensure accuracy, consistency, and quality
- Build the team's capabilities in financial analysis, communication, and reporting, supporting their professional growth
- Actively participate in finance and leadership team meetings, modeling accountability and collaboration

Compliance & Risk Management

- Approve and audit financial policies, accounting practices, and internal controls to safeguard organizational assets
- Oversee and audit compliance activities managed by the Accounting Supervisor, ensuring adherence to all financial regulations, including GAAP standards, IRS requirements, grant funding restrictions, and timely completion of audits, tax returns, and other required filings
- Support the team through the annual external audit process (March/April). Recommend and implement improvements based on audit findings

Budgeting, Forecasting & Cash Flow

- Lead the annual budgeting process in partnership with senior leadership
- Deliver ongoing budget vs. actual (BvA) analysis and financial performance insights to the CEO, COO, Board Treasurer, and functional managers
- Provide financial modeling and scenario analysis to support strategic decisions and manage risk
- Maintain sufficient liquidity and a healthy balance sheet
- Monitor management reports and financial analyses; oversee securities/stock gift tracking and make investment recommendations in partnership with Board leadership

Skills & Experience

- Minimum 7 years of relevant experience with expertise in GAAP accounting and financial reporting
- Minimum 3 years of senior financial leadership experience and non-profit experience
- Deep hands-on experience in full-cycle month-end and year-end close, external audits, budgeting, forecasting, cash management, and internal controls
- Advanced proficiency in MS Office, Google Suite, and QuickBooks
- Ability to communicate financial insights clearly to diverse audiences, including staff and the Board
- Experience in nonprofit or mission-driven organizations, including fund accounting and donor-restricted funds, is a plus
- Comfort engaging with AI tools to improve workflow efficiency
- Outstanding attention to detail, integrity, and discretion in handling sensitive matters

Preferred Qualifications

- Bachelor's Degree in Accounting, Finance, or Business Administration
- Advanced degree (MBA, MPA) or CPA designation highly preferred

Role Details

Reports To: Chief Operating Officer

Supervises: Accounting Supervisor, Accounting Clerk

Schedule: Part-time, fractional engagement with flexible scheduling

Location: Hybrid; in-person presence expected for Board presentations and key leadership collaboration

Compensation: \$85 - \$105 per hour

Commitment to Inclusion

Muttville is dedicated to fostering an inclusive and diverse workplace. We encourage applicants from all backgrounds to apply. Employment is contingent upon successful completion of a background check.

Background Check

Employment is contingent upon the successful completion of a background check.

To Apply: Please send your cover letter and resume to jobs@muttville.org