



Summary:

This position will be responsible for managing the day-to-day operations of the Finance Department of a nonprofit organization. The incumbent will provide financial management assistance to the CFO, prepare monthly financial statements and year-to-date data analyses and reports, and oversee the GL to ensure that project costs are coded properly and staff costs are allocated appropriately. The director of finance will review all journal entries and oversee payroll and accounts payable.

Reporting to the CFO, the director of finance will direct accounting operations, institute and maintain internal controls, and serve as a financial management resource to programmatic and operational staff on all levels. S/he will lead process improvement efforts to streamline and improve accounting control and administrative operations. The director of finance will be responsible for the efficient operation of all software and technology solutions used by accounting operations. The organization is currently implementing adaptive budgeting software.

Key Responsibilities:

- Direct all aspects of accounting/payroll function and maintain accounting records of the organization in accordance with generally accepted accounting principles
- Oversee processing of all transactions, including but not limited to payroll, accounts payable, accounts receivable, expense report processing, and cash management
- Plan and direct monthly close and preparation of monthly and annual financial statements; provide YTD reports to all project managers
- Oversee the implementation of adaptive software and optimize its use for annual budgeting/forecasting, long term budget planning, and a resource to be used by budget managers to view YTD reports
- Track all capital expenses and work with appropriate staff to project depreciation and disposal of assets
- Ensure the integrity of revenue tracking tools
- Assist the CFO in the annual budget process
- Oversee preparation and submission of all filings and reports, including 1099s, the 990, and 5500
- Ensure compliance with all local/state tax jurisdictions
- Manage communications with key service vendors, including American Express (for corporate credit card program), payroll, and US Trust (403b plan vendor)
- Oversee all transactions related to the organization's 403(b) plan and ensure compliance with all regulations
- Institute and maintain adequate internal controls
- Cultivate relationships with budget managers to best understand project-related costs and work with them to find efficiencies in all expenses; ensure that the



leadership team and applicable project managers understand their financial control obligations and their actual performance against those obligations

- Manage the year-end audit
 - Direct and supervise activities of the accounting staff; ensure appropriate management of staff; provide staff with appropriate coaching to ensure growth and development
 - Assist the CFO and other officers in other duties as required
- Design and implement streamlined processes for the accounting department

Qualifications:

- Bachelor's degree, preferably in Accounting, Finance, or related field
- Certified Public Accountant preferred but not required
- A minimum of seven (7) years' accounting experience, at least five of which are at a comparable level of responsibility within a not-for-profit organization
- Ability to quickly learn new systems, processes, and procedures
- Ability to produce accurate work and create systems to check the integrity of all work
- Ability to manage detail work while keeping perspective of the overall goals set forth by the organization.
- Affinity towards using technology to streamline systems – preferably experience with adaptive, Abila/Sage, TripActions, and Sales Force
- Strong interpersonal and communication skills, including experience in effectively reporting key data and translating complex financial concepts to individuals at all levels, including finance and non-finance managers
- Solid analytical, problem-solving, and financial troubleshooting skills
- Confident, hands-on manager who can set appropriate priorities and work effectively with diverse colleagues across the organization
- Excellent leadership, coaching, business partnering, influencing, negotiating, presentation, and project management skills
- Experience coordinating audit activities and managing reporting, budget development, and analysis activities
- Proficiency in SAGE MIP accounting software and Microsoft Office (including Excel and Word)
- Excellent verbal and written communication skills (in English) with all levels of management, particularly department heads and directors

TO APPLY: Candidates who share our passion for excellence are encouraged to send their resume and a cover letter (including salary requirements) to careers@enrollment.org. Please reference DOF2019 in the subject line. No phone calls, please.