



Director of Finance

The Director of Finance has the primary responsibility for providing comprehensive oversight to the agency's fiscal operations. Reporting to and working closely with the CEO, the Director of Finance will also partner with the Senior Leadership Team and board of directors to develop and implement strategies across the organization. This hands-on position supervises a staff of 3 individuals to ensure timely and accurate attention to cash management, budgeting, accounts receivable and payable and general external reporting activities.

Duties and Responsibilities:

- Work closely with CEO to create vision and oversee implementation of all financial matters
- Supervise 3 staff members
- Engage as working supervisor – has primary accountability for some pieces of work and overall (supervisory) accountability for all financial operations
- Coordinate budgeting process: Prepare budgets, make periodic revisions, collect, analyze and consolidate financial data
- Manage, maintain and communicate policies, procedures and systems (based on GAAP) for all accounting functions such as accounts receivable and accounts payable, as well as advise staff on travel expense processes
- Track program expenses according to grant or funder
- Prepare timely and accurate financial statements and accompanying reports on a monthly, quarterly and annual basis
- Ensure completion and timely filing of required local, state and federal returns and legal documents
- Establish, monitor and enforce internal controls
- Guide financial decisions by establishing, communicating, monitoring and enforcing policies and procedures
- Work with Board's Finance Committee
- Deliver easily understood presentations to the Finance Committee and the Board that accurately convey financial performance
- Oversee cash flow planning and ensure availability of funds, as needed
- Serve as primary risk manager for the organization
- Monitor and confirm financial condition by conducting internal audits, leading communication with external auditors to prepare annual audit and form 990
- Actively participate as a member of the Senior Leadership Team

Qualifications:

- BA/BS required in Accounting or Finance
- CPA preferred
- 6+ years of relevant professional financial management and analysis experience
- Non-profit experience highly desired, preferably in multiple funder environment
- Government and foundation grant accounting experience required
- Previous supervision experience
- Solid experience with compliance and reporting activities
- Demonstrated ability to prepare and deliver presentations to diverse audiences (Board members, community groups, etc.)
- Excellent organizational, oral and written communication skills with attention to detail

- Demonstrated experience with Financial Edge or similar accounting systems
- Comfort with technology systems and ability to recommend enhancements and improvements to ensure efficient operations
- Proven ability to produce quality results within tight time frames while simultaneously managing several ongoing projects

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to jobs@actionforchildren.org or apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&ccid=19000101_000001&jobId=427141&lang=en_US&source=EN

No phone calls please.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

****Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. ****