

**Applicants should send their resumes to [Rita@toptierleadership.com](mailto:Rita@toptierleadership.com)**

Job Title: Director of Finance

Department: Administration

Reporting Supervisor: Chief Executive Officer

Positions Supervised: Finance Section

#### Primary Responsibilities

- Works closely with the CEO to establish, organize and maintain a culture of fiscal accountability.
- Lead the finance section building a high-performance culture.
- Maintain security and confidentiality of all records, documents and other matters of which there is official responsibility.
- Analyze and present monthly financial reports in an accurate and timely manner.
- Responsible for the preparation, management and completion of audits in cooperation with auditing firm.
- Prepare financial reports as needed particularly for donor segments and grants.
- Work with grant writer to provide on-going guidance regarding budget and historical financial information on grants.
- Develop internal policies and procedures.
- Ongoing monitoring and evaluation of investments, programs and services.
- Implement and manage a contracts/fiscal management reporting system supporting operational requirements.
- Develop and maintain all necessary policies and accounting practices to ensure financial compliance with all local, state, and federal laws.
- Prepare and communicate financial matters to the board of directors and others as requested.
- Special projects as assigned by CEO.

#### Minimum Requirements

- Relevant 4-year degree and a minimum of four years' experience as a nonprofit accountant/finance professional: CPA preferred.
- Excellent knowledge of risk management and data analysis.

- Minimum of two years leadership experience.
- Experience working for a non-profit organization.
- Ability to translate financial concepts and collaborate with those who do not necessarily have finance backgrounds
- Proven experience in financial reporting, analysis and audit coordination.
- Experience in grant management.
- Excellent communication and relationship building skills.
- Multi-tasker with the ability to work in a fast-paced environment.
- Proficiency in Microsoft Office, QuickBooks

#### Exempt Status

- This position is exempt from overtime pay provisions of the Federal Fair Labor Standards Act.
- The above job description is for informational purposes only and is not intended to be all inclusive or limited as to specific duties.

#### Salary

\$70,000 plus benefits