

DIRECTOR OF FINANCE

JOB DESCRIPTION

The Association of Community College Trustees located in Washington, DC, seeks a strategic thinker, experienced manager, and practical visionary to serve as its Director of Finance to oversee all financial aspects of the organization and to drive our financial strategy, fund development and planning. The Director of Finance will play a critical role in partnering with senior management in strategic decision-making and leading financial operations. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization with national reach. This position will report to the President and CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee and lead the annual budget planning process in conjunction with senior management; administer and review all financial plans and budgets; monitor progress and changes and keep senior managers closely informed about the organization's financial status and projections.
- Compile, analyze and present financial reports and narratives in an accurate and timely manner to Management, the Finance and Audit Committee and Executive Committee of the Board of Directors; provide break-even analyses for ACCT meetings and services; clearly communicate monthly and annual financial statements; and oversee all financial programs and grants accounting in accordance with the Statements on Standards Accounting and Review Services (SSARS) issued by the American Institute of Certified Public Accountants (AICPA.)
- Coordinate and lead the annual audit; serve as the liaison with the external auditors and the Finance and Audit Committee of the Board of Directors and assess any changes necessary.
- Preparation and filing of various tax returns including Federal form 990; California Form CA-199 and Federal forms 1099-MISC and 1096.
- Manage organizational cash flow and forecasting as frequently as needed to optimize operations and planning.
- Review contracts with funders/grantors and subcontractors and advise on strategic partnerships and procurement.
- Provide analyses of the investment reserve accounts; work closely with the external investment advisors and stay up to date about market conditions that impacts the association's portfolio.
- Supervise, mentor, develop and train direct reports within the Finance department.
- Monitor and review expenditures and funding for grants and sponsorships closely to ensure strong internal controls and compliance.

- Work closely with the internal partners relative to insurance; payroll and benefits; state filing requirements and operational matters to achieve maximum financial efficiency, review Federal Form 5500 for Section 403(b) plans (DC and TDA.)
- Ensure contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Lead financial-related site visits and inquiries requested by funders.
- Adhere to and update, as needed, necessary business policies and accounting practices, including identifying technological enhancements to improve efficiency and reduce costs.
- Present data and analysis to internal and external stakeholders as required, including funders, staff and the Board of Directors.
- Other duties as assigned.
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DESIRED CHARACTERISTICS

- High level of personal integrity, ethics, initiative, confidentiality, and strong interpersonal skills.
- Ability to translate financial concepts and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Experience with the grant management life cycle and accounting with a strong understanding of the management of indirect costs and strategies to cover such costs through indirect cost agreement development and management.
- Strong working knowledge of accounting and reporting software, knowledge of INTACCT accounting software preferred.
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision-making.
- Strong supervisory skills.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to thrive in a fast-paced environment.
- A commitment to advancing the Association's mission.
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QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Business Administration or Economics.
- CPA required.
- 10+ years of accrual basis accounting experience.
- Financial leadership experience in not-for-profit strongly preferred.
- Previous experience working in or supporting the financial aspects of fundraising from a variety of sources.
- Highly proficient in MS Excel.



The Voice of Community College Leaders

ACCT offers a competitive salary for this position annualized at \$140,000-\$160,000 based on skills and experience. We also provide a collegial environment and comprehensive benefits including medical, dental, vision, life and disability insurance. We prioritize your future with access to a retirement plan and a flexible spending account. Further, we offer a 37.5 hour work week and paid time off benefits.

Please forward letter of interest and resume to: hr@acct.org. Must pass criminal, credit and professional references background check.