



Job Opening: Director of Finance

Background

AnewAmerica is a non-profit 501(c)(3) that provides training, business incubation and technical assistance to targeted communities for economic and social empowerment through a focus on entrepreneurship, asset building, social responsibility and civic engagement. We work with traditionally challenged communities, which include new Americans (new citizens, refugees and immigrants), women, minorities and low to moderate income households, to empower them to make their American dream a reality while contributing to the economic growth and social capital of their communities.

Position Summary

The Director of Finance oversees AnewAmerica's the financial operations of the organization. The position works with and reports to the CEO. The Director of Finance is a key hands-on position leading AnewAmerica's accounting department and supervises the organization's in-house book keeping personnel.

Qualifications

- Full-charge bookkeeper with excellent working knowledge of QuickBooks. (Experience with QuickBooks online is a plus)
- Experience with nonprofit budgeting, financial management, analysis and reporting.
- Experience with budgeting and reporting to federal government agencies.
- Strong verbal and written communication and presentation skills.
- CPA license is a plus.
- Understanding of the importance and applicability of confidentiality.
- Ability to read and interpret government regulations.
- Advanced skills with spreadsheets and Excel.
- Working knowledge of GAAP and government OBM Circulars.
- Supervisory experience.
- Strong quantitative analytical skills. (statistical analysis is a plus)

Key Responsibilities

Accounting and Supervision

- Supervision of the Operations Coordinator, whose accounting responsibilities include billing, accounts payable, accounts receivable entries and bank deposits.

- Managing and reconciling accuracy of all ledgers and entries including accounts payable, accounts receivable and verification of proper transaction coding.
- Maintaining complete and regular collection of accounts receivables.
- Processing and accounting for payroll using timesheets coded to grants.
- Manage communication with external payroll service vendor for payroll approvals and any related transactions.
- Conduct monthly reconciliation of payroll reports from payroll service vendor with internal ledger and verification of benefits payments.
- Manage accounting and reconciliation of employee benefits including vacation and other time-off accruals, health and retirement.
- Ensure enforcement of Handbook of Financial Policies and Procedures.

Financial Management & Reporting

- Reconciling and closing all ledgers for general account and for restricted grant accounts and Balance Sheet accounts at month-end.
- Conduct bank accounts reconciliations at month-end and provide reports to CEO.
- Produce monthly cash flow analysis for CEO and other issue timely monthly financial performance reports as appropriate.
- Produce quarterly aging reports on accounts payable and accounts receivable for CEO.
- Prepare finance reports including comparative BS and P&L for Board of Directors meetings as needed.
- Performs daily reconciliation of operating accounts and monitoring of bank accounts.

Grant Management and Budgeting

- Managing the development of the annual budget, in coordination with CEO, and ensure participation of program directors.
- Preparation of grant budgets for private and government funding agencies that are consistent with the organization's annual budget.
- Preparation of financial grants reports to private funders and government agencies.
- Determine proper accounting coding of all grant-related transactions including payroll, other expenses and matching funds.
- Ensure proper fund accounting of restricted and government revenues and expenditures in compliance with government OBM circulars for treatment of federal and matching funds.
- Proficiency in all aspects of corporate accounting and all pertinent GAAP, Federal OBM Circulars, and regulations including Sarbanes-Oxley compliance. Advise President and Board of Directors on any regulatory compliance matter and ensure company follows guidelines and requirements appropriately.

Financial System Management

- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments.

- Ensure updates and enforcement of Handbook of Financial Policies and Procedures with emphasis in internal controls and segregation of duties.
- Maintain and upgrade systems for purchasing and ensure implementation across departments.
- Coordinate annual external independent audit including bidding process, contracting and implementation of audit and additional tax returns applicable to non- profits.
- Interface with government financial grants officers and financial examiners or auditors.
- Report to President/CEO and the Board of Directors when necessary in writing and verbally.
- Manage commercial banking relationships to facilitate an appropriate credit resource under competitive terms.
- Other duties as necessary.

Salary and Benefits

Salary depends upon experience. AnewAmerica offers both Health and Dental insurance benefits to full-time employees after 90 days of employment.

TO APPLY

Please read the full job description, and apply by sending a signed cover letter, resume, and references to jobs@anewamerica.org. Please use "Director of Finance Opportunity" in the subject line. Applications will be accepted until position is filled.

AnewAmerica is proud to be an equal opportunity employer and considers all qualified applicants without regard to race, gender, disability, veteran status or other protected category.