Director of Finance & Administration

Job Description

Summary of Position:
The Director of Finance & Administration (DFA) oversees FORCE’s finance and administration departments. Responsibilities include coordinating finances with the accounting team, operations, human resources, and administration to support FORCE’s short and long-term strategic goals. The DFA is supervised by the SVP, Finance & Operations, works in partnership with the CFO and ED and the Board Treasurer. The DFA is a full-time, exempt remote position with minimal travel required.

Responsibilities:

Financial Management (70%)

Provide financial oversight for the organization from daily operations to high-level financial reporting.

- Coordinate with SVP, Finance & Operations on the annual budgeting process and help prepare the annual operating budget. Work towards a multi-year narrative budget.
- Review monthly financial reports created by accounting team for consistency. Monitor, interpret and present financials each month. Provide financial updates to the SVP and coordinate financial presentations for the board.
- Oversee A/P account ensuring prompt payments are made and approved. Coordinate tax documents with vendors (W9, 1099s).
- Oversee A/R account, invoice vendors and follow up on payments.
- Prepare reports as needed for program management teams.
- Track funding opportunities and ensure consistency between QuickBooks and Salesforce.
- Collaborate on grant budget reports and track grant funding.
- Coordinate and take lead on the annual audit process, liaise with SVP, financial committee of board and external auditors.

Human Resources (30%)

- Process payroll twice a month.
- Assist with employee handbook updates and review of policies and procedures.
- Assist with planning of in-person staff meeting.

Qualifications: Someone with a passion for organizational management, a background in finance, and a strong background in nonprofit management with a record in finance and organizational development. Someone with an understanding of nonprofit finance and accounting functions. Someone who thrives in a remote environment and is able to collaborate through the use of technology.

Salary Range: $60,000-$75,000 annually