

Director of Finance & Accounting

Department: Finance

Reports To: Chief Financial Officer

Status: Full-Time, Exempt

Location: Hybrid or Fully Remote (Periodic Travel Required)

Position Summary

The Director of Finance & Accounting serves as the organization's senior accounting and finance leader, responsible for maintaining the integrity of financial operations and building the organization's long-term financial planning and analysis capabilities.

This hands-on leadership role combines traditional controller responsibilities with financial management, budgeting, forecasting, grant compliance, and team development. In the initial phase of the position, the Director will focus on strengthening accounting operations, supervising and developing staff, improving processes, maintaining grant compliance, and ensuring accurate, timely financial reporting. As the finance function evolves, the Director will increasingly partner with leadership on financial planning, forecasting, analysis, and strategic decision support.

The Director must be both a technical accounting expert and an effective people leader capable of mentoring a developing finance team while supporting a complex nonprofit environment funded primarily through government grants.

Essential Duties and Responsibilities

Financial Leadership

- Serve as a strategic partner to the CFO and leadership team.
 - Provide financial guidance to support organizational planning and decision-making.
 - Develop and maintain financial policies, procedures, and internal controls.
 - Support presentations and financial reporting for executive leadership, board committees, and the Board of Directors.
 - Promote a culture of financial accountability and operational excellence.
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Accounting Operations & Financial Reporting

- Oversee all accounting operations, including general ledger, accounts payable, payroll accounting, monthly close, and account reconciliations.
 - Ensure timely and accurate month-end, quarter-end, and year-end financial reporting.
 - Review and approve journal entries, reconciliations, and supporting schedules.
 - Maintain the integrity of the chart of accounts and financial records.
 - Monitor cash flow and liquidity needs.
 - Ensure compliance with Generally Accepted Accounting Principles (GAAP).
 - Maintain accurate financial records supporting audits, grant reviews, and regulatory reporting.
 - Serve as the organization's lead accounting resource and provide direct operational support when necessary.
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Government Grants Administration & Compliance

- Provide leadership and oversight for federal, state, local, and private grant accounting activities.
- Ensure compliance with grant agreements, funder regulations, reporting requirements, and internal policies.
- Review grant budgets, reimbursement requests, revenue recognition, and expenditure reporting.
- Monitor grant spending and restricted funds to ensure compliance with budget and funding requirements.
- Partner with program leadership to support effective grant management and financial stewardship.
- Coordinate responses to grant monitoring activities, audits, and funder inquiries.
- Ensure timely and accurate financial reporting to funding agencies.
- Develop processes and controls to strengthen grant compliance and reduce organizational risk.

Budgeting, Forecasting & Financial Planning

- Lead the annual budgeting process in collaboration with department leaders.
- Develop and maintain organizational forecasts and cash flow projections.
- Analyze financial performance and communicate significant trends, risks, and opportunities.
- Prepare budget-to-actual analyses and variance explanations.
- Support development of organizational performance metrics, dashboards, and reporting tools.
- Build the foundation for an enhanced FP&A function and provide leadership for future financial planning initiatives.

Audit, Tax & Compliance

- Serve as primary liaison for external auditors.
- Coordinate annual audit preparation and fieldwork.
- Ensure supporting schedules, reconciliations, and documentation are complete and accurate.
- Assist with Form 990 preparation and review.
- Ensure compliance with federal, state, local, and funder financial requirements.
- Evaluate and strengthen internal controls and risk management processes.

Team Leadership & Development

- Directly supervise finance and accounting personnel.
- Establish performance expectations, priorities, and professional development plans.
- Coach and mentor staff to enhance accounting knowledge, technical skills, and financial stewardship.
- Create and maintain documentation of financial procedures and workflows.

- Foster accountability, collaboration, and continuous improvement across the finance team.
 - Support succession planning and future growth of the finance department.
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Financial Systems & Process Improvement

- Evaluate and improve accounting systems, reporting processes, and financial workflows.
 - Identify automation opportunities and operational efficiencies.
 - Strengthen documentation and standardization of recurring financial processes.
 - Partner with organizational leaders to improve access to meaningful financial information and analysis.
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Required Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
 - Minimum **8 years of progressive accounting and finance experience.**
 - Minimum **5 years of supervisory and staff development experience.**
 - Demonstrated experience managing accounting operations and financial reporting.
 - Significant experience with nonprofit accounting and government grant compliance.
 - Experience coordinating annual audits.
 - Advanced proficiency in Microsoft Excel and financial management systems.
 - Strong analytical, organizational, communication, and leadership skills.
 - Ability to effectively manage responsibilities in a hybrid or fully remote environment.
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Preferred Qualifications

- Certified Public Accountant (CPA).
- 8-10+ years of progressive accounting and finance leadership experience.
- 5+ years of supervisory and staff-development experience.

- Experience with federal grant compliance, Uniform Guidance (2 CFR Part 200), and Single Audits.
 - Experience leading budgeting, forecasting, and financial planning processes.
 - Experience implementing accounting systems and process improvements.
 - Experience managing audits and financial reporting.
 - Experience coaching and developing staff.
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Core Competencies

Accounting & Compliance Expertise

Maintains strong technical accounting knowledge and ensures compliance with all financial reporting, audit, and grant requirements.

Government Grant Management

Demonstrates extensive understanding of grant accounting, restricted funding, reimbursement models, and compliance requirements.

Leadership & Staff Development

Builds capability in others through coaching, mentorship, accountability, and professional development.

Financial Planning & Analysis

Uses financial information to identify trends, support decision-making, and improve organizational performance.

Strategic Thinking

Balances short-term operational needs with long-term organizational objectives.

Communication & Partnership

Effectively communicates complex financial information to both financial and non-financial audiences.