

Sample Director of Finance and Administration Job Description

(Small organization—budget less than \$3 million)

Position Description

XYZ Nonprofit

Director of Finance and Administration

Organization

Founded in 1990, XYZ Nonprofit's mission is...

We do this by.....

For more information, please visit www.XYZnonprofit.org

Position

The Director of Finance and Administration will be a strategic thought-partner, and report to the Executive Director. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: Finance, Business Planning and Budgeting, Human Resources, Administration, and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as XYZ Nonprofit continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program, and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the Finance Committee of the Board of Directors; assess any changes necessary.

Boston

535 Boylston St., 10th Floor
Boston, MA 02116
P 617 572-2833
F 617 572-2834

New York

112 West 34th St., Suite 1510
New York, NY 10120
P 646 562-8900
F 646 562-8901

San Francisco

465 California St., 11th Floor
San Francisco, CA 94104
P 415 627-1100
F 415 627-4575

- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the Board of Directors.

Human Resources, Technology, and Administration

- Further develop XYZ Nonprofit's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Minimum of a BA, ideally with an MBA/CPA or related degree.
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously.
- Ability to translate financial concepts to—and to effectively collaborate with—programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants management.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.

- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization, and problem solving skills that support and enable sound decision making.
- 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 wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of XYZ Nonprofit.

Bridgestar (www.bridgestar.org), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.