



## Career Opportunity: Senior Director of Finance

### Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health.

### Position Overview

The Senior Director of Finance is responsible for the development and maintenance of all financial systems and fiscal records, including the monthly close and annual audit. The Senior Director of Finance is also responsible for developing and assuring implementation of accounting policies and procedures to ensure financial transactions are executed and documented in accordance with generally accepted accounting principles and funder requirements. This position manages the accounting team and supports the annual budget and forecast process and works closely with operating management to develop and maintain project budgets and ensure projects stay on track.

### Summary

**Career Level:** Experienced

**Status:** Full Time

**Education:** Bachelor's degree (B.A.) in Accounting required, Master's degree (M.A./MBA) and/or CPA preferred

**Reports to:** Chief Financial Officer

### Responsibilities

- Responsible for all aspects of accounting operations, including the monthly and year-end closes.
- Supervises Sr. Accounting Manager, Accounting Analyst & Payroll & Benefits Administrator.
- Provides oversight, coaching, and development for all supervisees.
- Oversees all transactions related to general ledger, receivables, payables, payroll, capital assets, prepaid expenses and all bank transactions.
- Responsible for analyzing NICHQ's financial position, comparing it to the budget, investigating variances and making recommendations to both the CFO and executive management.
- Supports the company-wide annual budgeting process and assists program managers in the budgeting and financial planning process for their individual projects.
- Responsible for forecasting (and re-forecasting) throughout the year to ensure optimal financial performance.
- Works closely with the CFO and program managers to make timely adjustments to budget as dictated by changes in funding, staffing, expense planning or other unplanned activity.

- Prepares and distributes a standard monthly reporting package for senior and executive management.
  - This includes supporting schedules to analyze budget vs. actual variances for the current month and year-to-date, balance sheet and cash flow.
- Responsible for communicating financial information to program managers and their staff, so that they have the financial information they need to effectively manage their projects.
- Leads any special financial projects as requested by the Chief Financial Officer, Finance Committee, or Board of Directors.
- Responsible for cash management activities including the review of invoices prior to mailing and ensuring that products and services revenue figures are accurate.
- Reviews contracts and bills monthly in accordance with terms of respective contracts. Maintains contract files that include the current legal contracts and budgets for all projects.
- Ensures that records are maintained in accordance with generally accepted accounting principles and funder requirements.
- Ensures all financial reports required by funders are completed, accurate, and submitted on time.
- Responsible for annual audit including preparation of all supporting schedules and coordination with auditors. Responsible for other tax and regulatory reporting for IRS, insurance audits, health audits, etc.
- Manages payroll process with Payroll and Benefits Administrator and is responsible for payments, reporting and record keeping as it pertains to benefits maintenance.

### Qualifications

- High degree of attention to detail, with the ability to also see and communicate the big picture.
- Excellent interpersonal communication.
- Excellent organization skills.
- Ability to function independently within a fast-paced, changing environment.
- Ability to develop timelines and meet deadlines.
- Excellent customer service skills.
- Ability to handle and prioritize multiple tasks.
- Extremely reliable and trustworthy.

### Salary and Benefits

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid earned time off and holidays, and commuter benefits.

*NICHQ is committed to creating a diverse environment and is proud to be an equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.*