

Director, Finance

Location: Alexandria, VA

Salary Range: \$95,000 - \$140,000

Type: Primarily remote environment, with an expectation of being in person periodically at our Old Town, Alexandria, Virginia Office

The National School Boards Association (NSBA) seeks a highly conscientious and experienced Finance Director. This position will report to the Executive Director & CEO & manage the organization's financial functions. The Director of Finance candidate will work closely with both internal and external stakeholders to support NSBA's relationships with its members and external stakeholders.

- Oversee the financial functions including accounting, helps in preparing the budget and external audits.
- Ensure compliance with internal controls, policies, and procedures. Research and recommend revisions or new policies as needed.
- Process and record accounts payable invoices (AP)
- Facilitate AP approvals and payments.
- Prepare and deploy customer invoices.
- Reconciling or assisting staff in reconciling membership dues and invoicing receipts with member records to ensure accurate member databases.
- Utilize cobalt/customer relations software to ensure invoicing and application of member dues and fees reflect current member status.
- Process expense reports
- Help with the preparation, implementation, and monitoring of the annual budget with the Executive Director and Operations Manager. Develop the operating budget and assist senior staff with the program budgets, Present budget and justification and quarterly expense reports to Business Operations Committee.
- Prepare quarterly and annual expense reports. Forecast expenses and justify budget variances.
- Assess and implement technology solutions to streamline financial operations and reporting.
- Prepare meeting minutes and agenda for the finance and audit committees.
- Prepare month-end and year-end close.
- Review and reconcile the employee W2s and prepare the Form 1099s.
- Participate in regular meetings as an active member of the senior executive team.
- Work with Executive Director to identify and implement policies and procedures to improve the overall operation and effectiveness of office functions. Identify administrative challenges and develop solutions.
- Provide technical and professional advice to and share knowledge with staff.
- Support senior team to identify permanent solution to finance functions.

Qualifications

The Business and Finance Manager will have at least 5+ years of experience and the following experience and attributes:

- Bachelor's Degree in accounting, finance, business required.
- Master's degree in business or accounting, finance, or equivalent experience in related field preferred.

- 3 plus years' experience in public or not for profit accounting
- Ability to maintain confidentiality.
- Qualities of integrity and resourcefulness
- A creative and proactive problem solver, who takes initiative and tackles challenges.
- Experience collaborating in an executive-level dynamic team
- An effective communicator with strong oral, written, and interpersonal skills
- Superior management skills and ability to influence and engage others.
- Trained in and demonstrated experience across multiple disciplines, preferably in the nonprofit sector.
- Ability and willingness to take on assignments across the spectrum of office management.
- Experience with QuickBooks Accounting System, a plus
- Knowledgeable of all aspects of Human Resources management

Skills and Abilities:

Excellent writing and oral communications skills; understanding of non-profit management, fiscal management, human resources. Excellent organizational skills, problem-solving skills, strong computer skills including Excel. Must be a self-starter, very flexible, able to work as part of a team, and able to meet important deadlines.