



Job Title: Director of Finance
Location: College Park
Status: Full-time Exempt
Work Week: Monday through Friday
Report to: Chief Executive Officer

Job Summary:

The Director of Finance is responsible for overseeing the financial operations and financial planning of the organization; managing accounting and internal controls; setting financial targets and developing a financial strategy to ensure that the organization’s financial accountability goals and objectives are met. The position develops and maintains financial protocols to ensure that the organization is compliant with GAAP standards as well as grant funder financial regulations.

Key Duties/Responsibilities:

Develop, implement, and manage the finance strategic goals and objectives. Set-up and oversee the organization’s financial IT systems. Drive the financial planning of the organization by analyzing its performance and risks. Effectively develop, maintain, monitor, and analyze financials, grants, budgets, and projections. Oversee the financial period close and audit processes and reporting. Manage and monitor grants and contracts to ensure compliance. Conduct financial planning meetings with grantors, department managers, and the leadership team. Oversee the internal and external financial and governance audit processes and relationships. Conduct internal audits on campaign and financial activity. Design, document, implement, and provide training for policies, procedures and processes to ensure accurate and efficient recording and processing of financial information.

Qualifications:

Bachelor’s Degree in Finance, Accounting or related field; minimum of five years relevant experience. Five years of leadership experience in a finance or accounting role. Three to five years of financial experience in nonprofit, preferred.

Physical Requirements:

Work requires the physical demands of standing, bending, lifting or performing other work requiring light physical exertion (up to 30 pounds) in addition to frequent walking and digital dexterity.

Work Conditions:

Work is performed under basically normal working conditions as in a standard office environment within a pace-based community organization.

Knowledge Quest is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, genetic, gender identity, national origin, veteran or disability status.