



JOB ANNOUNCEMENT

Please post and circulate

Director of Finance

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the participation of Latinos in the nation's civic life. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latinos into the American political system, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research and policy analysis on political access issues.

The NALEO Educational Fund is a 501(c)(3) non-profit organization governed by a 15 member Board of Directors and a 25 member Board of Advisors. Both Boards are comprised of Members of Congress, and state and local elected officials. The NALEO Educational Fund Board of Directors also includes members of the private sector. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Washington, D.C., Houston, New York City, and Orlando. It employs about 45 full-time staff with an annual budget of \$7 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

The Position

Reporting to the Senior Director of Finance & Administration, the Director of Finance will be responsible for oversight of all finance, accounting and reporting activities. The Director of Finance will be involved in supporting presentations to the board, finance and audit committees and will work closely with the senior leadership team.

The Director of Finance will lead all day-to-day finance operations and supervise a team of two staff members including functional responsibility over all accounting activities. The Director of Finance will ensure that the NALEO Educational Fund has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Director of Finance will work closely with program directors and their staffs to educate them regarding finance and accounting procedures and to explore how the finance function can support program operations. In addition, s/he will partner with the Senior Director of Finance & Administration, other Senior Directors, staff in human resources (HR) and information technology (IT) to enhance and better integrate finance, HR, and IT functions. The annual salary for this position is commensurate with qualifications and experience.

Responsibilities

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements;
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity;
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep the Executive Director and Senior Directors abreast of the organization's financial status;
- Assist Senior Directors in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate;
- Support the Senior Director of Finance & Administration in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery;
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants;

- Manage organizational cash flow forecasting by working in partnership with the program directors; continuously collaborate with program directors to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations;
- Manage and track the performance of invested assets in keeping with policies and investment guidelines;
- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals;
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Qualifications

This is an extraordinary opportunity for a mature leader with five to seven years or more of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. S/he will ideally have experience in a complex nonprofit that has multiple programs. Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to the organization; a proactive, hands-on strategic thinker who will own, in partnership with the Senior Director of Finance & Administration, the responsibility for finance;
- Minimum of a BA (CPA and/or MBA preferred);
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments;
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential;
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting;
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners;
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers;
- If a driver, must have a valid driver's license with proof of automobile insurance coverage;
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds;
- Supportive of the mission and non-partisan philosophy of the NALEO Educational Fund.

PLEASE SEND COVER LETTER, RESUME, AND SALARY HISTORY TO:

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NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, citizenship or authorized alien status, or veteran status.