



SOLVE
IT'S OUR NATURE TO
— VOLUNTEER —

SOLVE seeks an experienced, self-directed, motivated, and collaborative professional for a contract position as a **Director of Finance**.

Position Description:

The Director of Finance and Operations is a key player in managing the internal operations of SOLVE, specifically in the areas of accounting and technology. He/she will also assist the Executive Director with Board relations, strategic planning and financial projections.

The Director of Finance must understand and support the organization's mission, vision, values and principles and be able to clearly articulate the organization's function. Respect for confidential information is essential.

Essential Functions and Responsibilities:

- Manage all accounting functions including but not limited to: accounts payable and payroll, accounts / pledge receivables, fixed assets, etc.. Requires detailed understanding of a not-for-profit organization's general ledger, including accounting for unrestricted, temporarily-restricted, and permanently-restricted net assets.
- Perform monthly and fiscal year-end financial account reconciliation and closings. Create and distribute monthly financial statements and projections for Executive Director.
- Manage annual audit and file Form 990.
- Ensure compliance with internal control systems and necessary tracking and reporting of grants and contracts.
- Provide financial information to Board Finance Committee on a regular basis, including: financial statements compared to budget, cash flow projections and investment portfolio reports.
- Prepare all budget documents for grant applications and reports.
- Track temporarily restricted grants and report accordingly in the financial statements.
- Other projects / tasks as assigned.

Education Preferred:

- Bachelor's Degree in accounting, business or related field preferred.

Experience, Skills and Knowledge Preferred:

- 5 to 7 years accounting experience, nonprofit organizations preferred
- 3 to 5 years senior level management experience.
- Must be computer literate, Word, Excel, Access, and Financial Edge or comparable financial system.
- Excellent interpersonal, written and verbal communication; organizational and time management skills.
- Ability to supervise and manage staff and work collaboratively in a team.
- Ability to anticipate and solve problems, pay attention to details, and follow through.
- Self-starter, flexible, motivated, and able to take initiative in all situations.
- Ability to prioritize multiple projects, work under pressure and meet multiple deadlines.