



Director of Finance Job Announcement

Department	Finance	Pay Range	\$90,000 - \$120,000
Supervisor	Executive Director	Status	Regular, Full time, Exempt
Date	February 28, 2024	Location	Virtual within the US

Recruitment is underway for a new position created by the Children's Trust Fund Alliance. Please submit your resume and a cover letter describing your interest in this position and why you should be selected. Please email all materials to Teresa Rafael, Executive Director, at teresa.rafael@ctfalliance.org.

Summary:

The Director of Finance is responsible for the day-to-day financial management of the Children's Trust Fund Alliance and, with the Executive Director, guides the financial strategy of the organization. This position requires initiative, excellent cash management skills, financial analysis capability, ability to create and modify financial systems, and good communication skills. Specific fiscal management and compliance functions include excellence in accounting practices, budgeting, internal controls, contract administration and invoicing, third-party billing and reporting, long range forecasting and risk management activities, appraisal of the agency's financial position, issuance of regular and timely reports (monthly, quarterly, and annually), and ensuring an effective annual audit. The Director of Finance is an ad-hoc member of the Leadership Team.

About the Children's Trust Fund Alliance:

The Children's Trust Fund Alliance is a dynamic not-for-profit organization established in 1989. It is the only national organization that provides support to state children's trust and prevention funds. The Alliance initiates and engages in national efforts that help strengthen families and communities to prevent child abuse and neglect. We work with our national network of state children's trust funds to promote a system of services, laws, practices and attitudes that support families by enabling them to provide their children with safe, healthy and nurturing childhoods. The Alliance is a national leader in building and sustaining partnerships with parents to help ensure their voices and perspectives are heard in shaping policies and practices that affect children and families throughout the country. We host multiple national parent networks as well as a network of 2000+ Certified Trainers using our highly regarded curriculum in multiple settings to support families in building protective factors. The Alliance is a strengths-based organization with a highly skilled team of staff and contractors.

Specific job functions of this position are listed below.

<p>Category One</p> <ul style="list-style-type: none"> ● Compliance: <ul style="list-style-type: none"> ○ Provide technical assistance and support for the appropriate staff to ensure compliance with government contracts, preparation and timeliness of reports and audits, and efficiencies within workflow processes. ○ Implement and enforce financial controls, policies, and procedures. Ensure legal and regulatory compliance regarding all financial functions. ○ Supervise the annual audit and appropriate filing of tax returns. 	25%
<p>Category Two</p> <ul style="list-style-type: none"> ● Finance: <ul style="list-style-type: none"> ○ Communicate in a timely manner with Executive Director and Management team on a consistent basis to review the financial position and health of the agency, identify and resolve budgetary issues impacting agency departments, address priority needs, and review ongoing departmental performance to budget. ○ Produce accurate and timely financial reports including financial statements, contract summaries, and cash flow reports. Provide research and analyses of financial results, fiscal trends, and potential issues, including written reports to the Board of Directors. ○ Create and improve compliant, efficient, and user-friendly financial systems that assist the agency's viability and long-term financial success. Manage and oversee all financial systems and databases, ensuring accurate and high-quality data. ○ Perform daily accounting functions, including invoicing, accounts payables and receivables. ○ Ensure timeline processing of monthly payroll, including meeting requirements from the multiple states where the Alliance has staff. The Alliance has fewer than 10 staff and distributes almost ninety 1099s for contractors and parent honorariums. ○ Monitor the Alliance bank accounts to ensure cash flow ○ Manage the credit card receipts and bill-paying ○ Coordinate with the executive director to monitor Alliance investments ○ Maintain and purchase all corporate insurance policies. – Operations – we have a worker's comp policy in every state where we have employees and this overlaps with Finance 	45%
<p>Category Three</p> <ul style="list-style-type: none"> ● Budget: <ul style="list-style-type: none"> ○ Work closely with the executive director to facilitate the annual budget process; direct and administer all financial plans and budgets, and monitor progress. 	15%

<p>Category Four</p> <ul style="list-style-type: none"> ● Leadership: <ul style="list-style-type: none"> ○ Participate as needed in organization-wide policy decisions as an ad-hoc member of the Leadership Team. ○ Coordinate efforts with all other members of the Leadership Team as needed ○ Supervise some elements of other’s work that is critical for sound fiscal management 	10%
<p>Category Five</p> <ul style="list-style-type: none"> ● Other Duties <ul style="list-style-type: none"> ○ As assigned. 	5%

Qualifications/Skills

- Minimum of five years’ experience in a lead finance position in a nonprofit organization with a \$2 million plus budget. National experience is preferred.
- Advanced accounting and finance skills.
- Business degree with a concentration in Accounting or Finance.
- Excellent knowledge of federal, state or other governmental grant guidelines, regulations, reporting requirements and other details.
- Excellent skills in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use.
- Excellent communication skills and comfort working directly with the Alliance’s leadership.
- Demonstrated ability to prioritize workflow to meet critical deadlines while paying exceptionally close attention to detail.
- High ethical standards and ability to handle challenging management issues while upholding objectivity and professionalism at all times.
- Computer proficiency in the following systems is required: Microsoft Office, Google Docs Quickbooks On-line or similar tools
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Ability to articulate and abide by the Alliance’s philosophy and policies in providing service to our trust fund members, funders, parent partners, collaborating organizations and others while functioning as a member of staff and in representing the agency.
- Ability to be flexible and supportive, with demonstrated ability to work effectively under stressful conditions as a member of a diverse team.
- Commitment to equity, diversity, and inclusion, including working on one’s own internal biases and cultural humility.
- Willingness and ability to articulate and abide by the Alliance’s beliefs and assumptions (as articulated in its [Theory of Change](#)) and policies in all areas of work with staff, the board, trust

fund members, funders, parent partners and collaborating partners, functioning as a member of staff and representing the agency.

Essential Physical Skills

- Physical components include frequent keyboarding, accessing computer screens, accessing communication tools for meetings or coordination with other people. Ability to travel to the Alliance's annual meetings in diverse locations throughout the country.

Environmental and Cultural Conditions

- Candidates for employment should be aware that the Alliance is a virtual organization with meetings and communication conducted virtually using zoom and other online tools.
- As a national organization with staff, contractors and board members in multiple time zones, work hours may need to vary based on the needs of the organization.
- As a virtual organization, we use electronic financial transactions for most payments.
- The Alliance commits to a schedule of rapid payments of honorariums and contractor invoices.
- Must have a home office environment that supports full-time virtual work.

Disclaimer: This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Alliance employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Benefits: The Children's Trust Fund Alliance is offering a competitive salary range with the following benefits:

- A retirement contribution from the Alliance in an amount equal to 8.5% of salary
- A benefit package of \$1500 per month that can be added to salary or to the retirement contribution, based on employee preference.
- PTO granted as needed and in compliance with applicable laws

We value diversity — in backgrounds and in experiences. Our work affects families throughout the country, and we need people with high levels of technical expertise and from all backgrounds and swarths of life. The Alliance is a strengths-based organization, and our team supports each other in achieving excellence. We are deliberate and self-reflective about the culture that we are building, seeking staff that are not only strong in their own aptitudes but care deeply about supporting each other's growth. In all our work we seek to partner with parents who have overcome challenges in raising their children so we can benefit from their expertise gained from life experience. The person taking this position will help demonstrate the Alliance's commitment to this partnership and to contributing our expertise throughout the country.