



Director of Finance and Accounting AU/ Tenleytown

Iona is pleased to announce that we are hiring a Director of Finance and Accounting!

About Iona

Iona is a nonprofit organization that directly helps 3,000 older adults and families with the challenges and opportunities of aging in the greater Washington D.C. area. Since 1975, we have educated, advocated and provided community-based programs and services to help people age well and live well. Iona's suite of services includes: Consultation, Care Management and Counseling, our award-winning Wellness & Arts adult day health center, Active Wellness Program at St. Alban's, support groups, home-delivered meals, and more. For more information about Iona and a full job description, please visit www.iona.org.

Iona is fortunate to have a community of committed supporters. We have strong relationships with long-term funders, actively engaging stakeholders while cultivating new partners and developing new revenue streams.

This is an exciting time in the organization's history. To be poised for growth and provide more strategic internal guidance to its Directors, the organization has moved away from an outsourced finance and accounting model and will be bringing the department fully in house. The newly created position of Director of Finance and Accounting will provide day to day management for all financial, accounting and audit functions of the organization. The ideal candidate has a progressively responsible hands-on background in a nonprofit, running its finance and accounting operations.

About the Role

The Director will provide leadership and hands-on management to ensure the organization maximizes financial results and performance, budgets accurately and is compliant with generally accepted accounting principles (GAAP) and all funder requirements. The position will focus on sound financial management and controls, efficient and cost-effective financial operations, policies, procedures, processes and performance. This position oversees the Accounting Manager and Accounting Assistant, vendors and consultants.

In this role, the incumbent will collaborate closely with the Executive Director, Board of Directors, Deputy Director and Director of Administration to ensure that financial operations of Iona follow nonprofit best practices and are fully compliant. The Director is a member of the senior management team, as an important internal resource and advisor.

Overall Responsibilities

The Director oversees and provides hands-on day-to-day management of the financial health of the organization and works to ensure that Iona continues to operate in accordance with best practices in nonprofit accounting and financial management.

The Director will:

- Design and lead the process for creating multi-year financial forecasting, developing annual budgets and deploying financial resources across the organization. Acts as a proactive internal resource and advisor.
- Serve as the leader and advisor in developing the budgets for key organization funders including the District of Columbia Department of Aging and Community Living and a number of foundations. Collaborates and advises effectively with program directors to develop achievable service delivery plans that meet financial goals of the organization.
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee the coordination and activities of independent auditors' organization-wide ensuring the preparation of the annual financial statements is in accordance with GAAP, federal and state (District of Columbia) regulations. Leads organizational financial risk management efforts and work with external advisors and auditors to mitigate risks.
- Oversee and ensure the accurate and timely completion of all compliance related filings.
- Together with the Executive Director, provide regular reports to the Board and senior management team, prepare documents for Board meetings, staff liaison to Board Administration and Finance Committee and regularly advise as necessary.
- Motivate and manage a high-performing finance team; attract, recruit and retain staff provide mentoring and opportunities of growth.

Requirements

- Bachelor's degree in business, accounting or relevant field required. CPA or MBA (financial management) preferred. 10+ years of progressively responsible senior level operational leadership experience in a nonprofit organization with government, foundation, corporate, individual donor and fee revenue. Knowledge of DC's Department of Aging and Community Living (DAACL) grant process a significant plus.
- Demonstrated experience in financial planning, management, trend analysis, projections, variance, cash flows, balance sheet, payroll, auditing functions and grants management experience. Experience overseeing financial compliance and risk management.
- Ability to link financial plans to achieving organizational objectives.
- Ability and desire to translate complex financial concepts to employee at all levels of the organization, including non-finance managers.
- Experience successfully working with Boards of directors and senior management to deliver strategic objectives.
- Hands-on financial manager with the ability to think strategically and act tactically.
- Ability to balance attention to detail with big-picture thinking.
- Strong leadership and management skills with ability to delegate, train, coach and motivate staff.
- Excellent interpersonal, influencing and negotiating skills to develop effective long-term relationships with internal and external stakeholders. Demonstrated ability to act as an internal advisor.
- Strong integrity, ethics and professionalism.
- Collaborative management and working style with a diverse workforce.

Iona has a robust benefits package which includes health, dental, and life insurance, vacation and a 403(b)-retirement plan. Compensation is commensurate with experience. To apply, please submit your letter of interest and resume to Expand HR Consulting, Erica Raphael: eraphael@expandhr.com.

Iona is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.