Associate Director of Finance

The Organization

The Family Independence Initiative (FII) is a national organization that has developed a continuously evolving platform (UpTogether) to accelerate social and economic mobility for individuals and families living with low incomes. Over the past 19 years, FII has partnered directly with individuals and families to demonstrate that investment made directly in their strengths and initiatives delivers strong and sustainable outcomes for low-income families. We have proven that galvanizing social networks in low-income communities, honoring the self-determination of individual families, and leveraging existing capacities results in achieving significant progress toward social and economic mobility. Our focus now is on bringing this approach to philanthropic and government organizations throughout the country by encouraging the adoption of direct investment and the distribution of funds through our UpTogether platform.

Job Summary

Reporting to the Director of Finance, the Associate Director of Finance will have a demonstrated knowledge of Cash flow, General Ledger, Financial statements and month end/year end close cycle.and be primarily responsible for revenue management, forecasting and budgeting. This includes budget development for pipeline funding proposals as well as budget maintenance for current awards. Budget monitoring will include YTD actual expenditure reporting and detailed analysis of spending trends, projections and forecasts in relation to pre-approved budgets. Additionally, this role will be involved with revenue monitoring, tracking and management and developing monthly reimbursement billing documents for contract-based awards, including Government contracts.

Responsibilities

- Develop budget projections, monitoring budgets for regional sites from multiple funding sources.
- Prepare and report monthly and quarterly results, comparing actuals to budget / forecast and any other variance analysis as needed.
- Develop and maintain forecast models to help the organization manage risk and uncertainty. Answer business questions succinctly through data analysis.
- Build partnerships with colleagues across all departments to understand drivers, trends, opportunities. Share insights and recommendations and apply business judgment and financial insights to assist with decision making.
Collaborate with Partnerships & Revenue team to develop accurate coding of expenditures and capture of grant expenditures and budgets for proposals and reports.

- Prepare monthly reimbursement billing documents for contract-based awards, including external communication with grantors to track accounts receivables.
- Ensure compliance, timely submission and processing of grant expenditure paperwork.
- Provide support as needed in day to day accounting tasks, monthly close cycle, producing monthly financial reports and Audits.
- Provide financial strategy recommendations based on grant provisions, OMB uniform guidance and federal / government financial guidelines where applicable.
- Partner with the finance team to ensure sound financial tracking and reporting.

**Qualifications & Attributes**

- BA/BS/Master's in Accounting/Finance/Business Administration or equivalent work experience.
- Experience with progressive accounting experience and revenue management.
- Experience preparing budgets and performing budget analysis, including multi-year projections, developing and administering budgets, and monitoring / reconciling budgets against actual expenditures.
- Demonstrated knowledge of Cash flow, General Ledger, Financial statements and month end/year end close cycle.
- Experience in advanced spreadsheet use and visual presentation of budgetary and data management and information.
- Demonstrated knowledge of grants and contracts / contract management, including Government contracts.
- Solid understanding of US GAAP and concepts relating to cash, revenue, deferred revenue and general accounting principles.
- Familiarity with federal reporting, and federal regulations including experience with OMB uniform guidance and single audits, as well as GAAP.
- Self starter with excellent research & analytical skills, a detail-oriented mindset, the ability to prioritize effectively, meet deadlines, follow through to execute all tasks and demonstrate a high degree of accuracy.
- Hold a deep belief in the capacity of those living with low-incomes—that they know what is best for themselves, their families, and the achievement of their goals and can and will take the lead.
- Demonstrated ability to work independently and as a team member.
- Ability to self-manage and work remotely.
- Uber responsiveness.
- Demonstrated ability to work across a broad range of accounting responsibilities.

Additionally, applicants should:
Family Independence Initiative

- Have instinctive trust in the innate capabilities of low-income families and communities.
- Be excited and energized by a dynamic work environment.
- Be keenly interested in learning from others
- Have a functional work environment and solid internet connection
- Demonstrated leadership through learning, creating solutions, and accountability.
- Excellent verbal and written communication skills.
- Ability to be agile and flexible.

Compensation
This is a full-time position with a competitive benefits package, including medical, dental, and vision, 401(k), and vacation. Salary range is $90,000 - $110,000.

Inclusion Statement
We strive to create a community that embraces equity, diversity, and inclusion, and we support the efforts of others to build such communities.
FII is committed to an inclusive work environment and welcomes a diverse pool of candidates in this search that represent the communities we work with.

To Apply*
To be considered for this exciting opportunity, please submit a resume and cover letter via email, with subject line “Associate Director of Finance” to Michelle Chao-Nguyen at michelle@fii.org. Your cover letter should outline how your work history and personal contribution would make a difference for FII.

*Applications submitted without a cover letter will not be considered.