

**Finance Director
Rhode Island KIDS COUNT**

Job Announcement

Rhode Island KIDS COUNT is an independent, nonpartisan policy and advocacy organization that provides information on child well-being, stimulates dialogue on children's issues, and promotes accountability and action to improve the health, education, safety and economic security of Rhode Island's children. Rhode Island KIDS COUNT seeks a Finance Director who will be responsible for the internal controls, accounting systems and reports necessary to monitor and maintain the financial position of the organization. Major duties include maintenance of the general ledger, preparation of financial data and issuing regular reports to foundation and government funding sources, monthly internal financial reports, and preparation of materials needed for the annual audit. The ability to work independently, prioritize tasks, and work as part of a team is essential to this position. Minimum qualifications include at least a bachelor's degree in accounting or related field and experience in non-profit accounting. The Finance Director reports to the Executive Director.

Job description

Accounting Systems

- Conduct daily, weekly, monthly, and annual actions related to the ongoing financial activities of the organizations, including payroll, 403(b) Thrift Plan, oversight of operating accounts, investments and cash flow, employee flexible spending accounts, monitoring of grant receivables, accounting of vendor payments and accounts payable.
- Maintain general ledger including the preparation of entries to ensure accurate and complete financial statements.
- Ensure that all bank statements and subsidiary ledgers are reconciled to the general ledger.
- Act as liaison to the organization's payroll processing company to ensure the accuracy of payroll company withdrawals for salaries, taxes, and benefits.
- Work closely with the Executive Assistant/Office Manager to develop and implement systems for timely payments to vendors, appropriate approval processes, and documentation of expenditures by program and budget category.
- Make recommendations for controls, accounting systems, and policies and procedures that support the program and fiscal goals of the organization.

Financial Reports

- Prepare timely and accurate financial reports to funding sources as needed.
- Prepare monthly, quarterly, and annual financial statements for program staff, executive staff, and Board of Directors.
- Interact with executive staff and Treasurer for the presentation of financial statements and annual budget to the Finance Committee of the Board of Directors.
- Prepare and compile work papers and year-end journal entries for the annual independent audit.
- Interact with external auditors to ensure accuracy of annual financial statements, IRS reporting, regulatory filings, and legal requirements.

Program Management and Development

- Work with the Executive Director and Deputy Director to prepare grant applications and background materials for submittal to funding sources.
- Work with program staff to develop grant budgets and budget narratives.

- Monitor grant reports and ensure timely submission as required by funding sources.
- Maintain funding database, as a tool to track grant proposal submissions, reapplications, periodic reports, and other pertinent information.
- Generate tracking reports to keep Executive Director, Deputy Director and program staff updated on deadlines.
- Prepare Fund Development Reports for Executive Director and Board of Directors consisting of grants awarded and grant proposals submitted for funding opportunities.
- Work as part of the administrative team to identify new funding opportunities, based upon the organization's mission and priorities while ensuring compliance with grant and contract terms.
- Represent Rhode Island KIDS COUNT as needed.

Information Technology

- Manage information technology and computer systems, including telephone and internet services.
- Work with computer technology consultants to maintain current and accurate inventory of hardware and software; troubleshoot all technology issues; and recommend future planning and development of resources.
- Develop and implement policies and procedures for computer systems operations including passwords, network backups, license renewals, and virus protections.
- Monitor the computer systems budgets and expenditures.

Administrative

- Participate in Rhode Island KIDS COUNT staff meetings and support the overall work of the organization.
- Work with consultants as needed to accomplish goals.
- Other duties as required.

Qualifications:

- A bachelor's degree in accounting, finance, or a related field
- Certification as a Certified Public Accountant (CPA), Chartered Financial Analyst (CFA), or Certified Financial Planner (CFP) preferred.
- 5+ Years of experience working in accounting, finance, or a related field
- A strong background in nonprofit management
- Experience in integrating IT systems
- Robust analytical skills
- Excellent communication skills
- Ability to think strategically
- Must be organized, able to juggle multiple tasks, and meet tight deadlines.

Compensation: \$100,000-\$110,000 depending on experience

Rhode Island KIDS COUNT is an Equal Opportunity/ Affirmative Action employer. People with lived experience, People of Color, and Multilingual candidates are strongly encouraged to apply.

Please email cover letter and resume by Wednesday, May 31, 2023, to sgeller@rikidscount.org.