



Job Announcement

Director of Finance and Administration

The [National Disability Rights Network](#) (NDRN), one of the nation's leading cross-disability rights advocacy organization, seeks a **Director of Finance and Administration** to maintain the overall responsibility for the financial operations of the organization and to lead NDRN's Finance and Administration team. As a member of NDRN's senior leadership team, this position will assist the Executive Director in fulfilling the financial and administrative responsibilities to the NDRN Board of Directors and various public and private funders. This position will heavily focus on budgeting, financial reporting, financial analysis, and compliance.

Who we are:

[NDRN](#) is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. P&As and CAPs exist in all 50 states, the District of Columbia, the five U.S. territories, and one affiliated with the American Indian Consortium in the Four Corners region. The P&A/CAP System is collectively the largest provider of legal services to persons with disabilities in the U.S.

NDRN provides training, technical assistance, and legal support to the P&A agencies, and undertakes legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and can fully participate by exercising choice and self-determination.

Responsibilities:

- Manage the Agency's annual budget process; effectively utilize staff resources as needed to support budget preparation; prepare all budgets in a timely manner, in collaboration with leadership team.

- Prepare accurate budgets in a timely manner to support all Agency applications to secure public and private grants, contracts, foundation, and other funding.
- Manage asset and financial risk for the Agency to secure and safeguard the assets of the Agency.
- Prepare and produce accurate and timely regularly recurring, and as needed financial statements and reports for the Executive Director, Finance Committee and/or Board of Directors, for review and approval; appropriately respond to any questions or concerns.
- Generate financial forecasts and budgets driven by identifying key assumptions, dependencies, and business priorities. Analyze trends in revenues, expenses and other areas of business and raise risks concerns and opportunities. Review business expenditures to ensure compliance with budget allocations.
- Lead the development and implementation of all Agency financial controls, policy, and reporting requirements; implement and ensure adherence to and compliance with the Agency's financial policies, procedures, and controls.
- Ensure maintenance of thorough and accurate financial records and financial systems records.
- Perform grant/contract related award functions, including invoicing, expense analysis, staff allocation changes, and reconciliation. Effectively work with program managers to complete business proposals and grant applications.
- Ensure compliance with and effectiveness of generally accepted accounting principles in all aspects of the agency's financial management system including the development of internal controls and serves as the internal transaction auditor and fraud prevention expert for the organization.
- Manage annual and periodic external audits of Agency's financial statements and federal funding; effectively utilize staff resources as needed to support audit preparation; ensure timely and successful

completion of audits. Ensure timely completion and filing of Agency's IRS Form 990. Provide all required information and follow up actions.

- Manage all financial procedures and processes including, but not limited to, accounts receivable, accounts payable, payroll, and general ledger.
- Establish and maintain cash controls; oversee reconciliation of general ledger and bank statements in a timely manner each month.
- Leverage technology to perform critical analyses of financial management functions, and for recordkeeping and reporting purposes.
- Ensure efficient and judicious use of capital; working with Agency directors and managers, ensure that Agency programs, activities, labor costs and general/administrative expenses remain within budgeted parameters.
- Manage and maintain capitol assets inventory and depreciation schedule.
- Ensure accuracy and timely submission of all required State and Federal contract, grant, and tax reports; ensure submission of all required State and DC non-profit corporation business and related filings.
- Ensure accuracy and timely submission of required financial reports for all private funders.
- Oversee procurement activity of the Agency ensuring all federal requirements and ethical standards are met.
- Work in collaboration with human resource (HR) vendor and other Agency directors and the General Counsel, as appropriate, to draft, revise and enforce human resource policies and procedures to include recruitment and benefits. Maintain Agency personnel files and records.

- Oversee internal aspects of employee benefits. Work in collaboration with HR vendor to research benefit plans. Communicate necessary information to staff.
- Working with the Executive Director and other Agency directors and the General Counsel, as appropriate, ensure Agency maintains proper insurance coverages.
- Maintain confidential Agency information, including financial, organizational, management, and personnel information.
- Establish and maintain effective working relationships relating to financial and management operations with internal and external parties.
- Effectively manage, support, and develop five staff who compose the Agency's financial, administrative, and information technology unit.
- Assist with financial training of NDRN staff and the P&A/CAP Network.
- In collaboration with the management team, assist in assessing the organization's culture, strategic planning, and trends. Provide feedback and offer recommendations as appropriate.
- Contribute to an inclusive and supportive office environment.

Required Qualifications:

- Have a Bachelor's degree or higher in Accounting or Finance.
- Have a minimum of 10 years of relevant work with comparable responsibilities, preferably in a nonprofit organization.
- Demonstrated experience with and knowledge of GAAP as well as Government Auditing Standards and Uniform Guidance and OMB Circulars.

- Demonstrated experience in federal and non-federal grants management, financial management systems, nonprofit accounting, budgeting, and financial planning.
- Have demonstrated experience with resource management, developing and implementing best practices and strategies.
- Have strong analytical and qualitative skills, presentation, and problem-solving skills, developed administrative skills, and effective communication skills.
- Have experience in management and staff supervision.
- Have demonstrated interpersonal skills including, but not limited to, sensitivity to other people and the ability to work effectively in a team environment.

Preferred Qualifications:

- Certified Public Accountant
- Experience with Jamis Prime ERP
- Experience with use of Pivot Tables
- Experience with IRS 501(c)(3) financial and reporting requirements

Location and Travel:

Location: Washington D.C.

NDRN follows a hybrid work structure where employees can work remotely or from the office, as needed, based on demands of specific tasks. Working from the office is encouraged, and may be required, when working on tasks that require a high degree of collaboration or in-person meetings.

The position requires occasional travel and occasional work on weekends.

Compensation and Benefits:

NDRN offers a competitive salary, based on experience. Benefits include health plan; Flexible Spending Account; transit and parking benefits; 403(b) retirement plan; paid vacation and sick leave, and at least ten paid

holidays.

The **salary range** for this position is \$125,000 – 140,000.

How To Apply:

Submit a cover letter and resume attention: LaToya Blizzard, Fiscal and Management Training and Technical Assistance Specialist. See closing date below for more information on NDRN's dates for reviewing applications.

E-mail to: FinanceTeamPosition@ndrn.org (Subject: Director of Finance and Administration Position)

Mail to: National Disability Rights Network, 820 First Street, NE, Suite 740, Washington, DC 20002.

No phone calls please.

Closing date:

Candidates will be selected for consideration **on a rolling basis beginning November 1, 2023.**

Reasonable Accommodations:

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at hr@ndrn.org.

NDRN is an equal opportunity/affirmative action employer, and we prohibit discrimination and harassment of any kind. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Persons from diverse racial and ethnic backgrounds, and people with disabilities are strongly encouraged to apply.