



## **Director of Administration and Finance**

**POSITION:** Director of Administration and Finance

**REPORTS TO:** Chief Executive Officer

**DATE:** Open until filled

**CLASSIFICATION:** Exempt

**LOCATION:** Phoenix or Tucson (hybrid remote schedules available)

**Position Overview and Responsibilities:** The Director of Administration and Finance (DAF) for Disability Rights Arizona (DRAZ) is responsible for oversight of the financial affairs of the agency in accordance with sound financial principles and government regulations. This position makes recommendations on the establishment of major economic objectives and policies.

The DAF is responsible for performing complex work involving the creation and maintenance of financial records, protecting and maintaining the financial integrity of the organization and supervising office and personnel management. The DAF directs the development of the budgets, financial statements, completion of Federal Financial Reports (FFRs), payroll and all other finance-related duties; manages and coordinates assigned human resource functions at DRAZ; and oversees office management. The DAF ensures that DRAZ develops comprehensive financial policies and budgets and complies with all financial requirements, as well as ensuring the efficient operation of DRAZ's office administration and personnel services.

### **Essential Functions:**

- Experience in a financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.

- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget (OMB) Uniform Guidance.
- Manage accounting operations and ensure that all functions are completed in a timely manner.
- Manage day-to-day accounting functions, including payroll, accounts payable, accounts receivable, and cash management.
- Manage multiple federal, state and private grants, ensuring compliance with funding requirements as well as organizational policies and procedures.
- In coordination with the Chief Executive Officer, develop annual agency budget and monitor monthly performance against targets.
- Assist management and Board of Directors on their understanding of financial matters.
- Communicate with management on spending discrepancies.
- Excellent organization and communication skills, as well as cultural competence and the ability to communicate effectively with people representing diverse interests, styles and backgrounds.
- Knowledge and experience in organizational effectiveness and operations management implementing best practices.
- Assist DRAZ Board Treasurer, as needed, in developing financial information for board review.
- Manage and support the annual audit and tax return preparation.
- Maintain Accounting Policy and Procedure Manual, initiating updates as needed to improve agency's systems and internal controls.
- Develop budgets for new grant applications.
- Oversee purchase, lease, and maintenance of equipment and contracts with major vendors, office supplies, and library materials.
- Manage employee time reporting and allocation of expenses among programs.
- Establish and maintain individual employee files.
- Establish agency bank accounts. Make deposits, withdrawals, transfers as required.
- Coordinate with the Chief Executive Officer the supervision of staff hiring, disciplinary action, or termination.
- Identify and recommend for adoption personnel policies and employee benefit programs (health insurance, long-term disability insurance, etc.).

- Coordinate unemployment and workers' compensation issues.
- Commitment to the mission and vision of Disability Rights Arizona.

### **Education and Experience:**

- Bachelor's degree in Finance, Business, Accounting or related field required MBA or MA in relevant field preferred.
- CPA Certified a plus.
- 7 years of Nonprofit finance experience.
- Understanding of the relationship between finance and program functions.
- Experience with non-profit organizations and fund accounting
- Experience with SAGE accounting software, Excel, and Adobe Acrobat.
- Experience handling confidential matters discreetly; flexibility with changing situations; and establish and maintain effective working relationships with employees, funding agency personnel, and the Board of Directors.
- Knowledge of personnel services including records, reporting requirements, fringe benefit programs, wage and hour regulations, workers' and unemployment compensation requirements.
- Experience performing complex assignments, prioritizing multiple tasks, meeting deadlines, and working well under pressure.

### **Travel**

This position requires occasional in-state and out-of-state travel, including potential overnights or multiple days.

### **Compensation**

DRAZ offers a salary and benefits package based on experience and is competitive with other public interest law firms in Arizona. Employment benefits include generous leave, health, dental, life insurance, and a 401K-retirement plan. DRAZ observes all federal holidays and offers additional personal days.

### **Diversity Statement**

DRAZ is an equal opportunity employer and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of DRAZ. Persons with disabilities are especially encouraged to apply. If you need a reasonable accommodation during the application process, please contact Natalie Luna Rose at [nlunarose@disabilityrightsaz.org](mailto:nlunarose@disabilityrightsaz.org).

## **Disclaimer**

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify or rescind this position description at any time, with or without prior notice.

## **How to Apply**

Send resume, cover letter, and a list of a minimum of three professional references to J.J. Rico, Chief Executive Officer, Disability Rights Arizona, 4539 E. Ft. Lowell Rd. Tucson, AZ 85712, [jrico@disabilityrightsaz.org](mailto:jrico@disabilityrightsaz.org).