



**Finance Director**

**Supervisor : Executive Director**

**Type : Full-time, exempt**

**Reports to : Executive Director**

**Salary Range : \$65,000-\$75,000**

**Date of Hire : January 2025**

**Position Description**

Reporting to the Executive Director, the Finance Director will be responsible for oversight of all finance, accounting, reporting and budget related activities. The Finance Director is responsible for managing effective and streamlined administrative/financial systems for a growing 501c3 non-profit organization with a \$1M plus budget. Finance Director is supported by the Consortium Administrative Coordinator.

Position includes management of outsourced vendor relationships, payroll preparation and related tax compliance, electronic payments, human resources (HR) support, and oversight of relevant information technology (IT) support and services. As part of the Consortium team, the Finance Director works collaboratively with other team members with grant budget management and reporting to assure the highest professional quality of all finance and related functions.

This is a full-time exempt position; some evenings and weekends and in-state travel may be required. Candidates must be available for in-office work as needed. Candidates should possess full knowledge of non-profit financial accounting and operations and be self-motivated. The Finance Director will work closely with the Executive Director to develop the organization's fundraising strategies including grant development and expanding individual and corporate giving.

The Consortium is a dynamic and collaborative 501c3 non-profit organization working to build the capacity and sustainability of civil rights sites in Montgomery, Birmingham, Selma and the Alabama Black Belt. To learn more about the organization, visit and review [www.aaacrhc.org](http://www.aaacrhc.org) and all social media platforms.

**ITEMIZED DUTIES & RESPONSIBILITIES**

- Ensure overall data entry into accounting system and integrity of accounting system data.
- Review all invoices for appropriate documentation and approval prior to payment.
- Ensure that all bank accounts and credit card statements are reconciled
- Track and monitor program income.
- Review financial policies and procedures and make recommendations to the Executive Director.
- Implement expenditure approval and payment process.
- Prepare monthly, quarterly, and annual financial reports for Executive Director and Board.
- Maintain general ledger, chart of accounts and online accounting system

- Review program budgets, providing budget analysis and interpretation of allocations to all departments
- Prepare annual budget in consultation with Executive Director and prepare any modifications
- Provide information to Executive Director, Treasurer of the Board of Directors, and auditor for annual audit
- Manage foundation and grant timelines for proposals, grant submissions, and reporting.
- Other fiscal management responsibilities as needed

### **EDUCATION AND PROFESSIONAL SKILLS AND EXPERIENCE:**

- Bachelor's degree or above in accounting, finance, business management, or related field. CPA strongly preferred.
- A minimum of 5 years of professional accounting experience. Non-profit accounting experience is a strongly preferred.
- Demonstrated experience in financial/budget administration and/or personnel management.
- Proficiency in Microsoft Office Suite; QuickBooks. Experience in data analysis and IT management, a plus.
- Highly organized with attention to detail.
- Ability to work independently and coordinate multiple, diverse projects, set realistic deadlines, and manage a timeline.
- Willingness to travel as needed for meetings, conferences and convenings.
- Strong interpersonal skills.
- Excellent oral and written communication skills.
- Prioritization skills and ability to work according to the organization's needs.
- Willingness to learn and grow with the organization.
- Strong commitment to the AAACRHSC mission.

### **APPLICATION REQUIREMENTS**

Please submit a cover letter, resume, and three professional references to [marilyn.rawls@aaacrhsc.org](mailto:marilyn.rawls@aaacrhsc.org)

Employment contingent upon successful completion of a criminal background check.

### **BENEFITS**

PTO (paid time off) and Federal holidays, Health benefits (medical, dental, vision)

AAACRHSC is a 501(c)(3) non-profit organization and Equal Opportunity Employer. Employment is open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.