

Organization: Results for America

Role: Director of Finance

Location: New York, NY

Organization Overview

Results for America is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now beginning its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

Position Overview

Results for America is seeking a Director of Finance to help ensure the ongoing financial strength of the organization, in partnership with the leadership team. This is a new role at RFA and a reflection of the organization's commitment to maintaining robust financial and accounting policies and practices as the organization grows. The role will provide the right candidate with exciting career growth opportunities. The ideal candidate should possess strong financial management background, good strategic thinking, excellent communication skills, and strong leadership skills and potential. S/he will be a consummate professional, collegial team player, entrepreneurial problem solver, and highly capable multi-tasker, able to execute multiple projects to deadline simultaneously.

Position Reporting Relationship

The Director of Finance will report to RFA's Chief Strategy Officer (CSO).

Position Responsibilities

The responsibilities of the Director of Finance will be organized around three areas: strategic leadership; financial reporting, analysis, and presentation; and operations. Specific responsibilities include but are not limited to the following:

Strategic Leadership

- Collaborate with senior leadership team to steward and align resources with organizational priorities and goals.
- Collaborate and communicate with the broader RFA team to ensure shared best practices and communicate shared goals.

- Lead and manage the annual budgeting process
- Support the annual performance review and planning processes, including updating the organization's business plan as needed
- Protect financial resources and assets by establishing, monitoring and enforcing internal controls.
- In collaboration with the CSO, review financial policies, procedures, and practices with the goal of constant improvement.

Financial reporting, analysis, and presentation

- Working with organization's outsourced finance and accounting team, prepare financial reports including:
 - Monthly, quarterly, annual balance sheets, profit and loss statements, and fund balances reports
 - Cash flow projections
- Present financial statements and analysis to program leaders and executive team
- Work with CSO to present financial status, opportunities, and risks to board of directors
- Working with the Senior Director of Partnerships, prepare grant financial reports and revenue and pipeline projections

Operations and compliance

- Review and approve monthly bank reconciliations
- Monitor bank balances and revenues
- Partner with Senior Director of Partnerships to monitor revenues, and develop revenue pipeline projections
- Review and approve payments of bills
- Maintain relationship with professional employer organization (PEO) provider
- Review and approve payroll, benefits, retirement plan.
- Annually review all insurance policies and costs of benefits plans
- Ensure compliance with federal, state and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports.
- Oversee the annual audit process

This is a full-time, exempt position, based in New York.

Position Requirements

The ideal candidate will possess the following qualifications:

- Appreciation for Results for America's mission;
- BSc/BA in accounting, finance or relevant field; MSc/MA and/or CPA or other relevant qualification is a plus;
- 12+ years financial management leadership experience with increasing levels of responsibility;
- Broad, expert knowledge of accounting principles and experience in nonprofit accounting required;
- Strong skills and experience with financial analysis and forecasting;

- Excellent analytical and verbal and written communications skills;
- Superior organization skills, attention to detail, and dedication to completing projects in a timely manner; and
- Ability to be nimble, flexible, and responsiveness in a dynamic environment.

Salary range and benefits package: highly competitive.

Results for America is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization.