



Director of Finance and Operations

POSITION DESCRIPTION

CONCEPT

The purpose of the Director of Finance and Operations is to maintain proper control over the company's finances and to ensure that the office and remote staff's physical and employment needs are met.

The Director of Finance and Operations reports to the Chief Executive Officer/President and supervises the Financial and Administrative Manager. The salary range for this position is \$130,000 to \$160,000.

GUIDELINES

The following are the basic responsibilities for this position:

1. Close the finances each month and prepare the monthly financial statements.
2. Evaluate daily banking/treasury and cash flow needs.
3. Process weekly invoice payments.
4. Process bi-weekly payroll for all employees.
5. Prepare weekly executive financial summary reports and discuss with the executive team.
6. Maintain all employee records and benefits, including payroll, health insurance, 403(b) retirement savings plan, flexible spending plan, and disability insurance.
7. Prepare the annual organizational and departmental budgets and quarterly budget versus actual reports.
8. Manage the annual audit by providing the independent auditor with all information requests and answering applicable questions during the audit.
9. Review the audit report and Form 990s before filing with the IRS.
10. Schedule the board audit committee and attend the audit committee meeting.
11. Serve on the board's Investment Committee and meet with the investment advisor periodically.

12. Attend three board meetings each year and present the financial and investment reports to the Board of Trustees.
13. Manage the activities of Finance and Operations Department staff to ensure all work is done accurately and in a timely manner.
14. Prepare offer letters for new employees.
15. Calculate quarterly lobbying expenses for lobbying report.
16. Evaluate and renew the organization's insurance policies annually.
17. Request Certificates of Insurance, as needed.
18. Oversee operations responsibilities including building maintenance and security, information technology, computers, phones, office supplies, office equipment, and mail room.
19. Ensure the organization's compliance with federal and state laws including IRS regulations, employment laws, election laws, etc. Communicate with the outside attorney regarding legal issues, as needed.
20. Provide the law firm with the information required to complete the annual state charitable registration filings.
21. Enforce employees' compliance with all financial policies as noted in the Employee Handbook, including rules regarding expense reimbursements, corporate credit card receipts, travel policies, etc.
22. Create and implement additional policies and procedures, as needed.
23. Prepare additional finance reports for special events and projects, as needed.

QUALIFICATIONS

The knowledge, skills, and abilities needed for this position are:

1. Bachelor's or master's degree in accounting is required
2. CPA license is preferred
3. Minimum of seven (7) years of progressive accounting experience
4. Understanding of Generally Accepted Accounting Principles (GAAP)
5. Previous non-profit CFO/Director of Finance experience is preferred
6. Prior experience working with both 501(c)(3) and 501(c)(4) organizations is preferred
7. Prior experience creating and implementing financial and operations policies
8. Proficiency in Microsoft Excel and Word
9. Experience working with accounting software programs

10. Strong managerial skills
11. High level of professional judgment

ATTITUDES AND PERSONAL CHARACTERISTICS

The attitudes and personal characteristics needed for this position are:

1. An individual who desires to support the work of CWA and who embraces CWA's seven core issues
2. High level of integrity
3. Loyal and discreet
4. Diligent and a hard worker
5. High level of attention to detail and accuracy
6. Enjoys working with numbers
7. Fast learner needing minimal supervision
8. Flexible and able to handle multiple responsibilities
9. Personable and diplomatic
10. Helpful and assisting
11. Trustworthy
12. Negotiator
13. Ability to multitask
14. A person of excellence

Application Process

Email a copy of your resume/CV to Olivia Piper, Executive Assistant to the CEO and President, opiper@cwfa.org. Please, also, include a cover letter stating why you are interested in the position and how your experience and skills would be a good fit for this role. Please direct any questions you might have to Olivia at opiper@cwfa.org.

About Concerned Women for America

Concerned Women for America (CWA) is the nation's largest public policy women's organization, leading a movement dedicated to impacting the culture for Christ through

education and public policy. We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We work tirelessly to promote seven core issues: the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel.

We believe the women of America have great influence in this world, having a uniquely powerful voice in the affairs of this nation and the world. We love being the voice of conservative women in Washington and beyond. We believe powerful change can start with each woman ... and we love being her heels on the ground in Washington, D.C., and beyond.

We provide our employees with meaningful opportunities to learn and grow. We encourage persons of diverse backgrounds to apply.

[A message from our CEO and President Penny Nance](#)

Thank you for your interest in joining CWA on our journey to impact our culture for Christ through public policy as the voice of conservative Christian women across America. CWA's vision of a world in which every human life is valued, family is held sacred, and our nation's history is honored is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work and are so pleased you are considering Concerned Women for America as your potential employer. This leadership position is critical to our mission and vision. I welcome your interest in joining our diverse, talented, professional, and motivated team.