

POSITION: **Finance Director**
(Part-time independent contractor)

REPORTS TO: CEO

OVERVIEW: Manage and perform the accounting function for the Cleveland Council on World Affairs' (CCWA); conduct financial planning in consultation with CEO, the Board of Directors and program staff; prepare budgets and financial reports; manage cash; and coordinate the audit functions.

STRUCTURE: This is an independent contractor position, estimated to require an average of 20 hours per week. There is some flexibility in determining working arrangements.

Key Responsibilities:

- Work with the CEO and Board of Directors (Board Treasurer, Finance Committee, Audit Committee) to ensure proper fiscal management and set financial plans to enable the fulfillment of CCWA's mission;
- Manage the annual budgeting process and oversee the annual audit process utilizing a third-party auditing firm;
- Perform all accounting functions, including accounts receivable, accounts payable, payroll and benefits, in accordance with CCWA policies and accepted accounting principles;
- Direct the management of all fiscal reporting activities for the organization including revenue/expense and balance sheet reports, reports to funding agencies, and contract/grant budgets;
- Work with the CEO to appropriately manage banking, endowment and vendor relationships; and
- Recommend improvements to financial management and administrative procedures, including employee benefits.

Job Relationships

The Director of Finance and Operations will work closely with the CEO, Board Treasurer and the chairs of the Finance and Audit Committees. The Director will also work with CCWA's external auditors, as well as the with the President and the Treasurer of the CCWA Foundation. This position also requires cooperative working relationships with all members of the CCWA staff and with vendors contracted by CCWA.

This position requires a high degree of self-motivation, fiscal responsibility and integrity. It also requires adherence to CCWA's fiscal policies and accepted accounting principles and maintaining confidentiality regarding employees' financial and HR matters.

Qualification and Requirements

The ideal candidate will possess:

- Bachelor's degree in accounting, CPA, or Master's degree in business or nonprofit management;
- Track record of competence in fiscal management, accounting and budgeting, preferably with experience working in a nonprofit setting;
- Ability to make recommendations for improvements to existing financial management and administrative systems;
- Up to date knowledge of current bookkeeping software (QuickBooks);
- Knowledge of current accounting standards (GAAP);
- Experience in working with a range of vendors and with volunteers;
- Excellent interpersonal, written and oral communication skills, and problem-solving skills; and
- High level of maturity, good judgement, and personal integrity.