

Director of Finance

This position oversees the accounting and finance functions of XYZ association and related entities and activities, including its special interest sections, state and regional chapters, and grants. As a member of the management team, this position performs strategic planning and analysis, evaluates and manages contracts, supervises the accounting staff, establishes standard operating procedures, ensures regulatory compliance, interfaces with outside auditors, and provides support to the executive director and other directors, affiliate entities and the audit committee.

Job Requirements

Education, training, experience:

Minimum qualifications include a bachelor's degree in accounting or finance, 5 years in nonprofit accounting and 2 years in a professional association utilizing association management software. Certified Association Executive status preferred. Familiarity with XYZ accounting software, government grants and publication contracts is highly desirable. The successful candidate will also have strong communication and interpersonal skills and the ability to work independently and collaboratively.