

Job title	<i>Director, Finance</i>
Reports to	<i>Chief Operating Officer</i>
Salary range	<i>\$130,000 to \$160,000</i>

Position Overview

Reporting to the Chief Operating Officer, the Director of Finance is responsible for managing day-to-day operations of the organization's finance and accounting functions to ensure timely financial reconciliation and reporting, including interim and final financial statements with supporting schedules, to senior leaders and other key stakeholders. The Director of Finance is responsible for financial reporting, budgeting, forecasting, finance and accounting policies and practices, maintenance of financial and accounting records, supervising accounting staff, coordinating the annual audit, and managing select financial administration items.

Major Duties & Responsibilities

- Preparing and presenting financial reports and performance metrics to senior staff and executive leadership
- Creating and managing budgets and forecasts in collaboration with senior staff
- Establishing, monitoring, and enforcing finance and accounting policies and procedures
- Planning, directing, and coordinating all accounting operations, including payroll, accounts payable, and accounts receivable.
- Assessing accounting operations, offering recommendations for improvement, and implementing new processes
- Hiring, training, supervising, and retaining accounting staff
- Ensuring all financial operations comply with generally accepted accounting principles and federal and state laws, including Federal Acquisition Regulations (FAR)
- Coordinating fiscal year-end close and activities of external auditors
- Communicating regularly with the COO
- Serving as staff liaison to the Finance and Audit Committee (FAC) and Investment Committee (IC)
- Managing select administration activities, such as business insurance.
- Other duties as assigned to meet organizational requirements.

Qualifications

Education and Training

- Bachelor's degree in finance, accounting, or relevant field required.
- CPA certification required.
- Master's degree strongly preferred.

Experience

- 5 to 10 years in financial management and accounting, preferably in a nonprofit organization
- Direct supervisory experience required.

Skills and Knowledge

- Proficiency in Microsoft 365 applications (i.e., Outlook, Word, Excel, etc.) required.
- Expertise in accounting, budgeting, forecasting, data analysis, and risk management.
- Proficiency and hands-on experience with financial management software (e.g., Sage Intacct, BILL) required.
- Expertise in federal government grant and contract requirements, including FAR required.
- Excellent interpersonal skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Excellent verbal and written communication skills, including ability to explain financial terms in simple language.
- Personal qualities of integrity, credibility, and a commitment to ASHG's mission.



American Society of Human Genetics

discover. educate. advocate.

Job Description: Director, Finance

Working conditions

- 37.5 hours/week, full-time exempt.
- Occasional evening or weekend meetings or events, and travel 1-2x/year, including to the ASHG Annual Meeting each fall.

Physical requirements

This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of ~20 lbs.