
Job Title: Finance and Accounting Director

Position Type: Full-time, Exempt

Salary: \$62,300-\$93,000

Location: National Ability Center Ranch, Park City, Utah

Supervisor: Chief Operating Officer

Job Summary

As a key member of the National Ability Center's team, the Finance and Accounting Director will provide leadership in traditional finance and accounting functions, including budgeting and forecasting, complex financial modeling of strategic business opportunities, and ROI analysis. This position supports the strategic goals of the organization through the development of a broad-based financial resource portfolio to support organizational growth and excellence. A primary function of this and every position at the National Ability Center is to ensure that each member, guest and visitor receive the highest caliber of service. The Finance and Accounting Director will manage the following functions and supervise the staff accountant:

Major Tasks and Responsibilities

- Functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. Manage all aspects of the organization's finance and accounting including, but not limited to, the production of monthly, quarterly and annual financial reports and variance analyses - balance sheet, income statements, cash flow and forecasts, year-end audit management and financial statements, daily processing of accounts payable, accounts receivables and payroll.
- Responsible for payroll preparation; Coordinate the preparation, review and file 990, file reports with applicable state agencies including ACA tracking/reporting 1095/1094.
- In conjunction with the Executive staff, lead the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Ensure systems and procedures are in place to support effective program implementation and conduct successful audits.
- Responsible for the annual audit process which includes working with outside auditors in preparing all reports and documents required for audit. Coordinate and prepare work papers for audit and file 990 tax return.
- Operate as the designated staff member assisting board and committee leadership with the development and operations of the Finance and Investment Committees. Engage the Finance committees around issues and trends in financial operating models and delivery.
- Work closely with program leaders and their staff in the education of general finance and accounting procedures and exploration of how the finance function can best support program operations.

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Oversee all financial, project/program, and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Compile presentations of a thoroughness and quality suitable for senior level audiences, including the NAC leadership team and the Board of Directors.
- Develop strong vendor relationships to leverage corporate and community support and minimize expenses for NAC activities.
- Support to the development department in regards to donor analysis, stewardship, and financial operations for fundraisers.
- Positively promote the National Ability Center within the NAC community of donors, partners, stakeholders and staff.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Engage in educational opportunities to remain up to date on current finance and technology trends and needs.
- Comply with National Ability Center safety and health policies and procedures.
- Other duties as identified.

Required Knowledge and Qualifications

- Minimum of a Bachelor's degree in Business or related field; CPA and/or MBA/Masters in Finance / Accountancy preferred; Experience in not-for-profit accounting recommended.
- Proficiency in Quickbooks and Microsoft Excel (including ability to work with lookups and pivot tables). Experience with Sales Force a plus.
- Minimum of four years in the professional field of accounting preferred.
- Self-directed individual; highly adept at working with peers from a variety of disciplines within and outside the organization.
- Ability to organize and manage multiple priorities.
- Demonstrated ability to work productively and collaboratively within a team.
- Flexible with a strong work ethic and an entrepreneurial spirit to accommodate multiple responsibilities and shifting priorities.
- Ability to work well with others and motivate people.
- Demonstrated history of responsibility, dependability, and maturity.
- Ability to positively receive and provide job coaching for personal development.
- Ability to work occasional weekend days and evenings.
- Valid Driver's License; must verify own auto insurance.
- Commitment to a positive, fun and team-oriented working environment.

Benefits

Refer to National Ability Center Employee Handbook for specific details.