



Director, Finance and Operations

American Council for Technology - Industry Advisory Council - Fairfax, VA

The American Council for Technology and Industry Advisory Council (ACT-IAC) is a 501(c)(3) non-profit public-private partnership dedicated to improving government through the application of information technology.

Position Summary

Seeking a talented, proven professional to oversee the finances, human resources and select other operations of this high-impact, highly respected organization. Successful candidates will have a minimum of seven (7) to ten (10) years of overall professional experience, ideally with five plus years of broad financial and operations management. Bachelor's degree in finance or related degree required; MBA or CPA preferred. This position reports to the Chief Executive Officer, ACT-IAC.

Duties and Responsibilities

The duties and responsibilities of this position include, but are not limited to:

Finance

- Demonstrate comprehensive working knowledge of non-profit accounting as well as in-depth understanding and experience in Generally Accepted Accounting Principles (GAAP)
- Establish and maintain strong relationships with CEO, senior staff leadership and executive committee leadership
- Direct and oversee all aspects of the finance and accounting functions of the organization including budget, payroll, accounts receivable, accounts payable, investment funds and general ledger activities
- Provide timely reports and accurate analysis of budgets, financial trends and forecasts
- Work interdepartmentally with staff to provide financial updates on program spending vs budget
- Oversee annual budget guidelines and annual budget preparation in conjunction with CEO
- Oversee annual audit process including preparation of supporting data as required by outside auditors
- Update and maintain relevant financial policies, procedures, systems and internal controls
- Ensure highest level of fiduciary diligence
- Other duties as needed

Association Management and Human Resources

- Support the CEO in personnel matters, to include hiring and performance management
- Administer compensation program as approved by CEO, advising in the area of wage, salary and benefits administration; propose recommendations regarding trends and compliance
- Maintain personnel files
- Act as plan administrator for employee benefits programs including group health insurance, life and disability insurance and qualified defined contribution retirement plan
- Advise CEO on personnel policy recommendations and maintain employee policy handbook
- Manage expense and time sheet collection and reporting
- Analyze operational policies and procedures and recommend improvements as appropriate; enforce standards, procedures and legal regulations
- Manage insurance policies and contract documentation
- Manage key relationships with vendors and partners (e.g. banking, benefits administrators, facilities management)

Knowledge, Skills & Requirements

- Minimum of seven (7) to ten (10) years of overall professional experience, ideally with five plus years of broad financial and operations management
- Experience working in non-profit organization
- Understanding of, and commitment to, fiduciary responsibility
- Demonstrates ability to lead as well as work constructively with team members
- Strong interpersonal and communications skills – able to articulate thoughts, process and point of view to seasoned audiences
- Demonstrates initiative, ability to work with little direct supervision, and ability to exercise sound judgment
- Proficient with standard business software applications including Microsoft Office and accounting software (ACT-IAC uses MIP accounting and netFORUM AMS software)
- Demonstrates solid judgment and high emotional IQ in business interactions

Education

Bachelor's degree in finance or related degree required; MBA or CPA preferred

About the American Council for Technology & Industry Advisory Council

ACT-IAC is a 501(c)(3) non-profit educational organization established to improve government's service delivery and operational performance through the effective and innovative application of technology. ACT-IAC provides a unique, objective and trusted collaborative forum where government and industry executives are working as partners to address critical issues, apply best practices and pioneer innovative solutions. ACT-IAC also provides high-quality learning and educational opportunities to improve the knowledge and expertise of the government workforce - both public and private. Further information about ACT and IAC is available on the website at www.actiac.org.

No phone calls please. Salary commensurate with experience. Salary requirements are necessary for consideration. Please submit your resume and cover letter to:
recruiting@actiac.org