

# Finance Director

**For more information and to apply:** [**https://ramp.applytojob.com/apply/sxX7KWUqky/Finance-Director**](https://ramp.applytojob.com/apply/sxX7KWUqky/Finance-Director)

**Organization Info:** RAMP Disability Resources & Services is a non-residential Center for Independent Living with a mission to build an inclusive community that encourages individuals with disabilities to reach their full potential. RAMP’s work is guided by our commitments to inclusion, participation, accountability, and autonomy.

**Purpose of Position:** Directs the financial management of the organization, focusing on day-to-day financial operations, including accounts receivable, accounts payable, grant tracking, and monthly financial reporting. The Finance Director ensures accuracy in financial reporting, compliance with nonprofit standards, and supports the CEO in strategic financial planning and budgeting.

**Reporting Structure:** Reports directly to CEO.

**Primary Responsibilities**

**Financial Operations:**

* Oversee the day-to-day financial operations, including accounts payable, accounts receivable, and document payroll.
* Ensure compliance with grant requirements and reporting standards.
* Completes and manages billing for all grants, special events, and fee for services.
* Manage the preparation of monthly financial statements and variance analysis.
* Collaborate with all department heads to develop and monitor budgets, ensuring alignment with organizational goals during weekly, monthly, and bi-monthly meetings with key stakeholders.
* Support the CEO in the preparation of the annual budget and financial projections.
* Coordinates all audit activities.
* Oversees risk management activities within the organization including identifying potential risks, developing strategies to mitigate those risks, and ensuring that appropriate controls are in place to prevent losses from occurring. Develop insurance policies or negotiate contracts with vendors or suppliers.

**Financial Team Leadership:**

* Lead and mentor the accounting clerk, fostering a positive work environment that encourages collaboration, professional growth, and alignment with organization values.
* Coordinate with and support other members of the organization with financial documentation requests in a timely manner
* Facilitates in partnership with the Board Treasurer quarterly finance committee meetings.
* Act as a positive voice in the workplace, promoting a culture of inclusion, accountability, and respect while setting the tone for ethical and transparent financial practices.

**Performance Metrics (KPIs):**

* Ensure financial reports have an accuracy rate of 99% or higher.
* Maintain a budget variance of no more than 5% per quarter.
* Achieve a 100% on-time submission rate for grant applications and financial reports.
* Maintain a team accuracy rate of 99% for all staff members (AP/AR accuracy, bookkeeping, financial tracking, 99% accuracy)
* Achieve a 100% on-time provision of reports and budgets to department heads
* Zero findings in annual audit

**Required Skills/Abilities**

**Accounting Knowledge:** Thorough understanding of accounting principles and practices, including knowledge of Generally Accepted Accounting Principles (GAAP). Ability to read and interpret financial statements and analyze financial data to identify trends and potential issues.

**Problem-Solving:** Strong problem-solving skills to quickly perceive solutions when issues arise. Ability to think critically about problems and develop creative solutions that help the organization move forward while minimizing costs or disruptions.

**Technical Expertise:** Proficiency in technology systems used by the organization's finance staff, including accounting software systems. Ability to troubleshoot technical issues and suggest improvements or upgrades when necessary.

**Negotiation Skills:** Strong negotiation skills to secure the best deals from suppliers or lenders as needed. Ability to objectively assess offers from multiple parties and determine which provides the most benefit at an acceptable cost.

**Minimum Qualifications**

* Bachelor’s degree in accounting or equivalent combination of training and experience.
* 3+ years of proven successful work experience in duties similar to the position’s job activities, including supervisory experience.
* Experience and knowledge of nonprofit accounting, including fund and grant accounting, compliance, and reporting.
* Ability to effectively direct and coach staff to ensure efficiency and success.
* Proficiency in computer applications, including word processing, database management, and financial management (experience in QuickBooks is a plus).
* Excellent written and verbal communication skills with the ability to present information clearly and concisely.
* Strong organizational skills and the ability to prioritize tasks and meet deadlines.
* Excellent analytical and abstract reasoning skills.
* Reliable transportation and a willingness to work some evening and weekend hours as needed.

**Compensation and benefits**

* **Salaried/Non-Exempt:** 26 bi-weekly pay dates, working a minimum of 40 hours per week.
* **Starting Salary Range:** $58,700 - $75,000
* **Supportive Work Culture:** Be part of an inclusive, compassionate, and respectful work environment that values your contributions and fosters personal and professional growth.
* **Mileage and Expense Reimbursement:** All job-related mileage and qualifying expenses are reimbursed.
* **Full Benefits Package:**
	+ 2 weeks of PTO, accrued over 26 pay periods, available after 90 days
	+ 2 weeks of sick/wellness time, accrued over 26 pay periods, available immediately, upon accrual
	+ 13 observed holidays, including a floating holiday
	+ Holiday Gift Week, paid time off between Christmas and New Years
	+ 401K program with employer match, currently 3%, with ROTH option.
	+ Comprehensive health insurance coverage, partially covered by RAMP
	+ Vision and Dental insurance coverage, dental partially covered by RAMP
	+ Life Insurance Coverage, covered by RAMP
	+ Supplemental Voluntary Coverage options including Accident, Life Insurance, AD&D Insurance, Short and Long-Term Disability, Identity Theft Protection, and Legal Assistance.
	+ Employee Assistance Program (EAP) for all family members
* **Performance-Based Work Model: Complete** autonomy in determining how and when to meet your work outcomes, promoting a healthy work-life balance.

**Working conditions**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift 15 pounds at times.
* This position requires a criminal, financial and Federal background check as part of the hiring process. This check is conducted to ensure the security and integrity of our workplace and to verify the qualifications and suitability of candidates for the role. Continued employment is contingent on favorable findings in the background check.

**Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

*RAMP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

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