



Director of Finance and Administration

The Interfaith Center on Corporate Responsibility (ICCR) is a pioneer coalition of faith-based and other socially responsible investors who work to hold corporations accountable for their social and environmental impacts around the world. Its 300 member organizations advocate with hundreds of corporations on key issues including climate change, human rights, food justice, water, health equity and more.

BASIC FUNCTION

Reporting to the Chief Executive Officer, this position is responsible for the finance and accounting of an established 501(c)(3) nonprofit organization with an operating budget of approximately \$2 million.

The Director of Finance and Administration (DF&A) serves on the management team with responsibility for day-to-day fiscal operations of the organization. The DF&A is responsible for oversight and processing of all revenue and expense transactions, as well as accounts payable and receivable. The DF&A is responsible for maintaining accurate and up-to-date financial and personnel records and provides backup support for other management team members as needed, including the CEO. In addition, the DF&A prepares income and expense reports and financial statements; maintains financial record systems; handles payroll and A/P check preparation; and prepares quarterly financial reporting and analysis for the Board of Directors.

Through accurate and timely financial management, the DF&A supports the programmatic and development work of the organization.

KEY RESPONSIBILITIES

Accounting

- Full charge accountant responsible for posting all financial transactions, including cash receipts, cash disbursements, accounts payable, accounts receivable and all journal entries
- Processes vendor invoices and issues checks insuring proper authorization
- Ensures and implements sound cash management practice
- Prepares monthly financial statements, including trial balance and balance sheet, in compliance with GAAP, and monitors expenses compared to budget
- Prepares for and oversees annual independent audit

- Responsible for processing payroll and managing employee benefit programs
- Performs financial analysis as requested by the CEO
- Maintains banking and other financial service provider relationships
- Prepares annual operating budget with CEO and presents to Board Finance Committee
- Reviews and processes all incoming revenues and payments against receivables
- Provides staff support to Board Committees including Finance, Investment, and Audit

Supervision of Records

- Maintains records of office equipment, vendor and service contracts, office and personnel insurance and building lease(s)
- Maintains secure personnel records and facilitates necessary employee paperwork
- Maintains administrative and operational policy documentation
- Maintains files of investments through outside managers
- Monitors accounts receivable and manages collections.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- BA in accounting or related field required, MBA or CPA preferred
- Five to ten years of progressive accounting experience required
- Excellent Excel skills and adept with other Microsoft Office software
- Accounting experience with non-profit organizations
- Experience working with a unionized staff is a plus
- Thorough knowledge of Fund EZ preferred

CANDIDATE PROFILE

- Strong accounting knowledge and hands-on experience
- Excellent problem solving and analytical skills
- A commitment to social justice
- Organized, self-directed, and flexible individual who can handle and prioritize multiple activities and responsibilities
- Ability to take initiative for systems improvements and controls
- Careful, thorough, and very attentive to detail
- Strong strategic thinker
- Able to work effectively under pressure
- Courteous, efficient, and professional manner
- Able to communicate clearly in writing and by telephone with member organizations and vendors
- Cooperative, team player

It is the policy of ICCR to provide equal employment opportunities to all applicants and employees without regard to race, ethnicity, religion, gender, sexual orientation or gender expression, age, national origin, marital status or disability. This policy is intended to reflect the

values and ideals of ICCR's members and to help ICCR itself model the equal employment opportunity (EEO) and affirmative action practices that its members urge corporations to adopt.

ICCR offers an excellent benefits package and competitive salary commensurate with experience and education.

Send applications, including a cover letter and resume to: Executivesearch@iccr.org

For further information about ICCR, visit www.iccr.org

