



Director of Finance

The Food Research & Action Center (FRAC), the nation's first and leading policy and advocacy organization dedicated to fighting poverty-related hunger and injustice is looking for a Director of Finance.

FRAC works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. To attain this mission, FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations, schools, and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause.

The Director of Finance is part of FRAC's leadership team and works closely with the Director of Development to develop, advance, and track goals for the finance department. Reporting to the Interim President, the Director of Finance will supervise the Financial Analyst, Senior Accountant and Staff Associate.

Responsibilities include:

Leadership and Management

- Work closely with the Interim President to identify ways to support the mission and goals of the organization as it relates to finance and organizational risk.
- Lead short-, medium-, and long-term planning for the finance department, in alignment with overall organizational priorities.
- Collaboratively develop and maintain a healthy and vibrant culture of mutual caring and highest standards of work.
- Build team culture and connection to organization-wide strategy and mission.
- Serve as a member of the organization's leadership team.
- Present information to the Board, and Finance and Audit Committees, ensuring effective communication of financial matters.
- Supervise and develop the Financial Analyst, Senior Accountant, the Staff Associate, and other staff members as needed; and,
- Other duties as assigned.

Finance and Accounting

- Lead, implement, and administer overall finance and accounting plans, programs, processes, and policies; update and/or revise policies and procedures based on the changing environment and with a racial equity, diversity, and inclusion lens.
- Direct the organization's system of accounting functions, ledgers, and fiscal records on all transactions and assets, ensuring compliance with appropriate GAAP standards and legal and regulatory requirements.
- Supervise coordination and integration across all financial systems, ensuring data accuracy and efficient process flows.
- Develop, analyze, and interpret accounting information and present financial reports in an accurate and timely manner. Deliver monthly, quarterly, and annual financial statements; monitor progress and changes and keep the leadership team informed of financial status.
- Assess and evaluate performance of organization with regard to long-term financial goals, budgets, and forecasts.
- Lead management, reporting and compliance of Federal grants received through USDA, including overseeing of a large subgrantee pool
- Lead the development of annual organizational budget and long-term financial plans ensuring alignment with strategic, financial, and equity goals.
- Oversee processing of bi-weekly payroll for processing by a third-party vendor (currently Paychex) and relevant management reports, including monthly, quarterly, and year-end payroll reporting (gross payroll, vacation accrual, tax deductions, benefits deductions, etc.)
- Oversee tracking and disbursement of monthly 403(b) retirement payments and provide review of plan for compliance with established guidelines.
- Supervise execution of the annual independent financial and compliance audits and any additional audits required by specific donors or funding agencies; ensure the timely resolution of any audit findings.
- Ensure timely and accurate filing of 990, 1099s, along with any additional tax filings.
- Oversee all department, project, and grants financial accounting; ensure that expenditures are consistently aligned with related budgets; develop high quality financial report materials for and ensure they are delivered timely to funders in compliance with donor requirements.
- Represent the organizations as the Certified Acceptance Agent to the IRS and manage tax planning and compliance with all federal, state, and local tax jurisdictions.
- Provide leadership on the investment of funds and provide timely and accurate financial information to reduce risk and support the management and performance tracking of invested assets in keeping with policies and investment guidelines.
- Ensure "best in class" internal controls and safeguards for cash management, including establishing sophisticated cash management procedures across the organization.
- Manage cash flow forecasting and financial analysis to meet operating needs; coordinate regularly with the Interim President, sharing information and analysis regarding cash flow trends and needs; and,
- Prepares donor proposal budgets and expenditure reports for major programs and projects.

A well-qualified candidate will possess the following:

- Bachelor's in finance, Accounting, Business Administration or a related discipline that demonstrates the requisite knowledge to perform the duties of the job.
- CPA preferred.
- At least 8 years accounting and finance work experience with 501(c)3 and 501(c)4 nonprofit organizations.
- Experience managing Federal grants governed by the Uniform Guidance
- Excellent organizational and time management skills.
- Strong experience with Microsoft Office suite, specifically Excel and PowerPoint, and accounting software. Experience with Sage Intacct, Bill.com, Paychex flex and Nexonia preferred.
- Strong analytical and problem-solving skills.
- Commitment to working for social justice.

Salary and Benefits

The salary range for this position is \$123,200 - \$154,000; excellent health, dental, vision, retirement, and other benefits; generous leave; enthusiastic and supportive staff.

To Apply

Click [here](#) to submit a résumé and cover letter.

No phone calls please.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC strongly encourages individuals with lived expertise and with a passion for social justice who can contribute to the diversity of the organization to apply.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.

