

POSITION ANNOUNCEMENT

Job Title: Director, Accounting

Organization: National Endowment for Financial Education

Reports To: Chief Financial Officer

Location: Downtown Denver, Colorado

Organization Overview

The National Endowment for Financial Education (NEFE) is the leading private nonprofit national foundation dedicated to comprehensive, ongoing financial education through best practices in research, programs and evaluation. We believe effective financial education is a powerful force for positive change. It helps people navigate financial decision making and equips learners with the tools and confidence to chart their financial journeys. Effective financial education focuses on what works and produces strong outcomes. NEFE strives to contribute its expertise in research, education, evaluation and thought leadership to the field of financial capability. By leading and encouraging best practices and knowledge-sharing, we're committed to improving the effectiveness of financial education and raising awareness of the other factors which affect the achievement of financial well-being for all Americans.

Job Description

The National Endowment for Financial Education is seeking a hands-on Director, Accounting to conduct the foundation's accounting, tax and financial management activities. The ideal candidate will be a self-starter, highly detailed with excellent communication skills.

Essential Duties and Responsibilities

- Manage and process all day-to-day accounting and tax activities, including general ledger, accounts payable, tax estimates, and investment transactions
- Prepare and analyze a variety of reports, including financial statements, charitable distribution requirements, and investments
- Coordinate, manage and prepare documentation for the annual audit and tax return preparation
- Assist with the budget preparation and monitoring process, including variance analysis
- Assist with treasury functions, including cash flow and investment administration
- Monitor and manage compliance with private operating foundation regulations
- Maintain documentation of standard operating procedures, Chart of Accounts and Accounting Manual
- Keep apprised of current accounting, tax and private operating foundation rules and regulations; integrate into processes and procedures as appropriate
- Ensure compliance with all internal controls
- Implement and coordinate projects as directed by Chief Financial Officer
- Engage with other staff to facilitate cross-department collaboration
- Train staff on accounting processes and procedures
- Other duties as assigned

Minimum Qualifications

- Bachelor's Degree in business, management, finance or accounting or 5+ years of related experience in financial management
- Excellent critical thinking as well as analytical skills
- Advanced computer skills using Microsoft Office and accounting software
- Detail oriented with a working knowledge of accepted accounting practices and financial accounting standards
- Ability to work independently and set own deadlines
- Exceptional organizational and time management skills
- Ability to multitask and prioritize effectively
- Demonstrate good interpersonal skills along with excellent verbal and written communication skills

Preferred Qualifications

- Experience with Microsoft Dynamics, Great Plains
- Knowledge and/or experience with accounting practices and standards related to private operating foundations
- Professional accounting certification a plus

Physical/Mental Demands of the Job

While performing the duties of this job, the employee is regularly required to, stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone keyboard. Specific vision abilities required by this job include close vision requirements due to computer work. Light to moderate lifting is required (e.g., 20lb box of papers).

Compensation and Benefits

- Annual salary \$75,000 - \$85,000
- NEFE offers a generous employee benefits program that includes: vacation, sick and holiday leave; health, dental and vision insurance; contributions to both defined contribution and defined benefit retirement plans; and a host of additional benefits.

Working environment

- Available to work evenings and weekends during seasonal busy times
- Reliable transportation required to attend occasional external meetings

Application Instructions

Please email your resume and cover letter with "Director, Accounting" in the subject line to NEFE@DYCOdiv.com.

No phone calls. Application materials must be received by 12:00 midnight MDT on Friday August 23, 2019.

NEFE is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender expression, national origin, disability status, protected veteran status or any other characteristic protected by law.