

## POSITION ANNOUNCEMENT Director of Finance

**Job Type:** Permanent, Full Time, Exempt

**Full Time Equivalent:** 1.0 FTE (40 Hours/week)

**Rate:** \$110,000 - \$125,000 (annually)

**Location:** Madison or Milwaukee preferred with hybrid work arrangement option. Must be a Wisconsin resident.

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**Application Instructions:** Submit resume **and** cover letter, detailing your qualifications and experience as they relate to the minimum and preferred qualifications online at [www.disabilityrightswi.org/careers](http://www.disabilityrightswi.org/careers).

**Application Deadline: August 7, 2023.** Position will remain open until filled.

*Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.*

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### What is DRW?

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

DRW arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from underprivileged and underserved communities. We strive to create a welcoming and inclusive environment at DRW. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender, disability, and gender-based violence, and more.

## Job Summary

The Director of Finance will perform day-to-day finance operations and is responsible for the overall financial health of the organization. These activities include oversight of all budgeting, finance, accounting, and financial reporting activities; support presentations to the Board of Directors; prepare for and liaise with DRW's auditor; and participate as a member of DRW's leadership team. The Director of Finance reports to the Executive Director and works closely with DRW's Human Resource Manager and Director of Legal and Advocacy Services to develop and implement financial strategies, policies, and controls across the organization. The Director of Finance supervises an Accountant and part-time Accounting Specialist.

## Key Responsibilities

### 1. Accounting - 50%

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements including Office of Management & Budget (OMB) Uniform Guidance.
- Control the cash flow throughout the agency for DRW's programs, ensuring appropriate reserves to meet the daily, monthly, and annual financial obligations by managing and overseeing the following:
  - cash flow,
  - payroll and reconciliation of payroll,
  - accounts receivable/payable,
  - allocation of costs,
  - journal entries, and
  - reconcile bank accounts.
- Coordinate all audit activity and filing of tax returns, charitable organization report, and lobbying financial disclosure.
- Analyze and prepare a variety of financial reports to support program management and agency operations including but not limited monthly, quarterly, and annual financial statements.
- Assist managers and coordinators with the preparation and filing of required fiscal performance reports and grant application budgets.
- Work with employee benefit renewals / budgeting and organization sponsored 401K.
- Oversight of indirect cost management.

## **2. Financial Planning - 25%**

- Assist the Executive Director in the preparation and presentation of the annual summary budget, audit report, Executive Limitations reports, and selection of auditor for the Board of Directors.
- Work with DRW leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Oversee and collaborate on all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant / fund period. Prepare budgets for grant proposals and modifications as necessary and as requested for grant managers.
- Determine and manage risk, including insurance and business associate agreements to mitigate liability.
- Develop strategies and plans for the long-term financial goals of DRW; conduct analysis and forecasting to support fiscal decision-making.

## **3. Supervision and Oversight - 25%**

- Supervise Staff Accountant and Accounting Specialist, work closely with the Human Resources Manager on benefits and salary implementation.
- Implement best practices for internal control and safeguards for receipt of revenue, costs, budgets, and actual expenditures.
- Oversight of indirect cost management.
- Develop, review, and update DRW's financial and accounting policies in consultation with the Executive Director. Participate in agency policy development as a member of the leadership team.
- Represent DRW to financial partners, including financial institutions, investors, foundation executives, auditors, and public officials as requested by the Executive Director.
- Remain up to date on best practices and state and federal law regarding nonprofit fiscal operations.

## Qualifications

### Required:

- Bachelor's and/or associate degree in accounting with equivalent experience in accounting, finance, or business.
- A minimum of 5-7 years' professional accounting experience in a leadership or senior role.
- Up-to-date knowledge and ability to effectively use of current financial/accounting and payroll computer applications and software.
- Experience with OMB and GAAP requirements.
- Excellent verbal, analytical, organizational, and written skills, and the ability to translate complex financial concepts to others within the organization.
- Experience/direct contact with persons of culturally diverse background.

### Preferred:

- Certified Public Accountant (CPA)
- Demonstrated grant experience with state and federal grant management and compliance.
- Experience working in a non-profit environment.
- Personal qualities of integrity, credibility, and a commitment to social justice.

## Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20+ hours per week:

- Health, Dental, and Vision Coverage
- Short-Term and Long-Term Disability Insurance
- Life Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Critical Illness Insurance
- Identity Theft
- Pet Insurance

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Sick and Personal Leave

- Vacation Pay
- Anniversary Pay
- Comp Time for Salaried Employees
- Volunteer and Voting Time off
- Bereavement Leave

Additionally, Employee Assistance Program (EAP), Commuter Choice, and Sabbatical Leave.

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EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.