

POSITION ANNOUNCEMENT Director of Finance

Job Type: Full Time (40 Hours/week), Exempt

Rate: \$109,000 - \$125,000 (annually)

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

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.

Application Deadline: November 2, 2023 for priority consideration. Review of applications will occur on a rolling basis. 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.

**Lend your finance and leadership skills
to our work protecting the rights of people with disabilities in Wisconsin!**

Who 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 marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender / gender identity, disability, and gender-based violence, and more. We strive to create a welcoming and inclusive environment at DRW.

Job Summary

The Director of Finance leads the day-to-day financial 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 participation 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.

The Director of Finance must have considerable knowledge of generally accepted accounting principles, government grant management, contracting principles, and budget development. The Director will have the ability to understand and communicate complex fiscal and planning concepts, both verbally and in writing, and will have strong problem-solving experience.

The Director of Finance must have a demonstrated commitment to DRW's mission and values.

Key Responsibilities

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.
- Prepare regular and complete reports and tracking systems for the Board of Directors to ensure they have the necessary information to fulfill their fiduciary oversight.
- 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 from grant managers to ensure financial goals are met.
- 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.

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 and grants, 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 the organizations sponsored 401K.
- Oversight of indirect cost management.

Supervision and Oversight - 25%

- Supervise Staff Accountant and Accounting Specialist.
- 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 executive leadership team.

- Represent DRW to financial partners, including financial institutions, investors, foundation executives, auditors, and public officials as requested by the Executive Director.
- Remain current 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 is required.
- A minimum of 5-7 years' professional accounting experience in a leadership or senior role.
- Up-to-date knowledge and ability to effectively use current financial/accounting and payroll computer applications and software.
- Proficiency in Excel.
- Prior work experience with OMB reporting requirement and proven work history utilizing GAAP fundamentals.
- Strong attention to detail and ability to work efficiently with deadlines when necessary.
- 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 and/or disabilities.
- Commitment to DRW's mission, vision, and values.

Preferred:

- Certified Public Accountant (CPA)
- Demonstrated grant experience with state and federal grant management and compliance.
- Prior experience managing multiple budgets with numerous year end dates.
- Prior experience working in a non-profit environment with grant budgeting strongly preferred.
- 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:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Access to affordable, quality:
 - Dental, Vision Coverage
 - Additional life Insurance for employee and/or spouse and children
 - 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.

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.