



POSITION DESCRIPTION

Position Title: Director, Finance and Administration

Reports to: Chief Executive Officer

Responsible for all aspects of the financial and administrative operation of the Society (ASPEN) and financial management of affiliate 501(c)3 and 501(c)6 organizations, the ASPEN Rhoads Research Foundation, and the National Board of Nutrition Support Certification (NBNSC). Provides guidance, leadership, and oversight of the Finance Department. Leads day-to-day finance operations, working closely with the CEO, staff leadership team, and ASPEN's Secretary-Treasurer. A hands-on and collaborative manager supporting business planning, budgeting, and human resources.

Duties and Responsibilities

- Provide strategic guidance and leadership regarding the policies, processes, and systems necessary to manage financial operations of a \$5M organization and two smaller organizations – ASPEN Rhoads Research Foundation and NBNSC.
- Manages all financial functions including accounts payable, accounts receivable, cash flow management, bank reconciliations, tracking and reporting restricted funds.
- Oversee risk management activities to ensure compliance with all regulatory requirements and rules for non-profits. Periodically evaluate the systems for upgrades and improvements.
- Update and implement all necessary business policies and accounting practices; maintain and refine the Finance Department's overall policy and procedures manual.
- Manage payroll processing, ensuring accurate and timely payments in accordance with best practices, local laws and regulations, and ASPEN policies.
- Work with CEO to ensure financial compliance related to issues of benefits, personnel policies, and employee handbook are accurate; Manage the ASPEN Retirement Plan.
- Lead the organization's annual Audit and tax preparation and manage the ongoing relationship with the external audit firm to ensure compliance with all regulatory requirements.
- Provide high level financial reporting, analysis, and modeling to the CEO and Board of Directors to help ensure the financial health of the organization.
- Oversee and lead the annual budgeting and planning process in conjunction with the CEO and Leadership Team.
- In coordination with Program Directors assist in the development of program and department budgets. Oversee indirect allocation plan.

- Serve as primary Staff Liaison to ASPEN Secretary-Treasurer, Foundation Secretary-Treasurer, NBNSC Secretary-Treasurer, Audit Committee, Banking Managers, Investment Advisor, HR Manager, Auditor, and external accounting contractors.
- Manage ASPEN IT and computer services vendor identification and management, maintenance of equipment and warranty expirations.
- Working with Investment Advisor, manage the long and short-term investment portfolio and prepare investment schedules and periodic reports to the board.
- Maintains a documented system of finance and accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk. Establish and maintain appropriate internal control safeguards.
- Ensure compliance with local, state, and federal requirements including sales tax compliance.
- Manage all financial aspects of affiliate organizations: ASPEN Rhoads Research Foundation and NBNSC.
- Manage annual consolidated audit and all tax returns for ASPEN and ASPEN Rhoads Research Foundation.
- Manage annual review and tax returns for NBNSC.
- Establish and implement short- and long-range Finance Department goals, objectives, policies, and operating procedures.
- Recruit, train, supervise, and evaluate Finance Department staff.
- Provides consultative support to other managers planning initiatives through financial analyses and recommendations.
- Provide support to ASPEN chapters, as needed.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree in Accounting or Finance required; CPA preferred.
- At minimum 7 years of hands-on experience in finance and accounting, including experience in the nonprofit sector.
- Significant knowledge and experience in accounting, budgeting, and financial analyses.
- Experience successfully managing financial audits.
- Proficiency with Sage Intacct financial software preferred; Microsoft Office Suite (Word, Outlook, Excel, Access, and PowerPoint), and association management systems.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to interact with leaders and members and represent the Society in business negotiations.
- Ability to work in a fast paced, team-oriented environment with high expectations.

Benefits:

ASPEN has a culture that supports work/life balance and has a generous benefit package including health benefits, flex time, and telework opportunities.

To Apply: Must email cover letter with salary requirements and resume to jobs@nutritioncare.org