



Senior Director of Finance and Administration

Education Forward Background: [Education Forward Arizona](#) was created through the collective will of diverse sectors and communities across the state to change the way people think about and support education as the key driver to improving the economy and the quality of life in Arizona. Education Forward Arizona combines the talent, resources, and missions of Achieve60AZ, College Success Arizona. Education Forward Arizona believes that education is an investment for a better future, and not an expense. Education Forward Arizona develops and implements effective programs that meet the needs of Arizona's diverse student population and support educators. The organization supports a shared agenda for action to move the goals in the Arizona Education Progress Meter forward. At Education Forward Arizona, we believe that improving the quality of education in Arizona will improve the quality of life for all Arizonans.

Position Summary:

Education Forward Arizona seeks a Senior Director of Finance and Administration to join our team that will be responsible for overseeing, managing, and coordinating all reporting to departments, senior management, and board of directors. We seek an innovative and collaborative candidate who will be primarily responsible for the strategic financial planning and annual budget management with the executive team. The Senior Director will define and maintain finance and human resource work procedures and processes for the organization. The Senior Director of Finance and Administration will report directly to the Executive Vice President and COO.

Responsibilities:

Finance:

- Work with the Executive Vice President (EVP) and COO to create and oversee annual budgets for operations, programs, and fundraising.
- Create and monitor financial policies and procedures in compliance with government regulations, annual filings with Corporation Commission etc.
- Responsible for financial forecasting (cash and projected income), cash/investment management and maintaining banking relationships
- Responsible for overall management of annual audit and the annual 990 tax return
- Manage allocation of overhead salaries/expenses to programs and revenue
- Manage the internal controls for the organization
- Responsible for managing all insurance policies, annual risk assessment, IT and Cyber security risk.
- Oversee grant reporting and prepare financial requests for all revenue generation
- Approve journal entries recorded by accounting staff
- Responsible for preparing ACH files
- Maintain all accounting, banking and investment records and prepare financial reports for the EVP and COO and board meetings as directed.
- Create and oversee administrative policies and ensure consistent delivery of central services including hours of operation, security, purchasing, mail distribution and phone and computer systems.
- Maintain organizations files for all financial records, correspondence, and contracts.
- Responsible for presenting financial information to various stakeholders.
- Maintain an on-going working relationship with the Treasurer.
- Perform other tasks and duties as assigned.

Human Resources:

- Review all employee benefits on a regular basis, make recommendations to Executive Vice President and COO and manage benefit programs and renewals (vacation, sick and personal time off; health and dental insurance plans; and 403(b) and SEP IRA plans).
- Review annually the policies and benefits manual for necessary updates and communicate to staff any changes to our plans.
- Responsible for HR job posting and hiring process
- Manage the performance evaluation process and is the responsible for overseeing performance problems and involuntary termination
- Responsible for onboarding all new employees into the organization.

Qualifications:

- Bachelor's Degree in Accounting or Finance or 10 years equivalent experience in accounting, finance, and human resource management.
- Knowledge of Microsoft Office Suites and QuickBooks.
- CPA (Certified Public Accountant) certificate preferred
- Ability to work easily and effectively with a wide range of people
- Exceptional organizational skills and attention to detail with accuracy and high quality of work.
- Manage multiple projects and responsibilities at once while meeting deadlines.
- Must demonstrate ability to take executive decisions and exercise sound business judgment in the interest of the organization.
- Must be positive, outgoing, and personable.
- Must be creative and able to problem solve in a work environment composed of a mission-focused team working together to accomplish the goals of the organization.

Personal Characteristics Desired:

- Must be an experienced professional who is highly regarded and respected for consistently making a difference in their organization.
- Shows a steadfast commitment to participating as a member of a fully integrated team.
- Maintains a professional appearance, exudes a positive outlook and is willing to accept challenges and changes.
- Ability to work independently, as well as collaboratively, within a team, build effective relationships, and manage multiple projects simultaneously.
- Ability to work occasional evenings and weekends to complete assignments and projects.

Salary: Commensurate with experience

Job Status: Full-time, exempt, salaried position with benefits package

Job Location: Phoenix, Arizona. US Work Authorization Required

This position is open immediately. The close date for applications is open until filled. Visit educationforwardarizona.org to learn more about our organization.

Please combine the following documents in an email to jobs@educationforwardarizona.org:

- Current resume or CV
- Statement of interest and qualifications, based on this description.

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.

All employees at Education Forward Arizona are required to be fully vaccinated for COVID-19 as a condition of employment. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.