FINANCE DIRECTOR

DEPARTMENT: BUSINESS AND FINANCE

POSITION: Finance Director

REPORTS TO: President and CEO

CLASSIFICATION: Full Time

COMPENSATION RANGE: $75,000 - $80,000 per year

The International Association of Blacks in Dance preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit www.iabdassociation.org.

POSITION SUMMARY

The International Association of Blacks in Dance (IABD) is seeking an organized, responsible, detailed oriented individual for a Full-Time finance director position. The finance director performs a variety of accounting tasks for a rapidly growing organization and is charged with the overall management of financial matters and daily fiscal operations. This includes ensuring that all financial matters are handled within established standards; and payroll are conducted with integrity and in accordance with industry standards within a nonprofit institution. This position will be based in the Washington, D.C. area once the organization returns from the remote work environment.

RESPONSIBILITIES

Accounts Payable
- Oversight that all invoices are appropriately coded and paid on a timely basis while ensuring that cash flow is monitored and maintained.
- Maintain, track, input and pay all bills through QuickBooks Online Advanced.

Accounts Receivable
- Review of all receivables such as member dues, ad sales, contracts, consultant agreements, sponsorships, federal grant funds, fiscally sponsored projects and preparation of appropriate reports.
- Appropriate follow up with staff, members, vendors, etc. to ensure timely payment of all receivables.

Budget Development and Tracking
- Collaboratively develop operational and grant budgets for IABD with appropriate input from staff members and create management reports that show expenditures, variances from budgets, and projected outcomes.

Event Registration
- Oversee all accounting aspects of event registration, payment processing, and on-site registration processes for all IABD events.

Financial Audit / Taxes
- Collaborate with Auditing Firm to conduct Annual Financial Audit/Review.
- Work with firm to provide requested information and adherence to Standards in all aspects of financial operations.
- Compliance to all city, state, and federal filings (taxes, licenses, 990s, etc.) to maintain and protect non-profit status.
- Ensure timely delivery of Form 1099 for all vendors.
- Ensure appropriate management and reporting of all IABD investment accounts.

Financial Statements/Procedures
- Ensure proper record and bookkeeping procedures are following to meet national standards and maintain accurate financial records for the Association.
- Reconcile all bank and credit card accounts monthly.
- Provide financial analysis and reports to IABD management and appropriate committees/Board of Directors.
- Ensure adherence to PCI compliance and other policies to ensure appropriate cybersecurity measures as in place.

Investment Management
- Monitor IABD investments to ensure adherence to the Association’s investment policies.
• Act as liaison with IABD’s Investment Managers and provide direction as appropriate.

Payroll Administration
• Provide management and oversight of payroll processing and related vendors with Intuit.com.

EDUCATION AND EXPERIENCE
• Bachelor’s degree in Accounting or Finance, Master’s degree or CPA preferred
• Minimum of Six (6+) years’ experience in accounting, finance, or other related fields with nonprofit organization experience
• Fundamental knowledge of GAAP protocol (General Accepted Accounting Principles)
• Knowledge of federal grants and non-profit fiscal management
• Technology/Software: Intermediate to high proficiency knowledge of Accounting Software and other accounting products such as QuickBooks Online, Microsoft Office Suite with Excel expertise and ADOBE systems; Association Management Software

PROFESSIONAL COMPETENCIES
• Outstanding communication skills and positive attitude
• Ability to prioritize and multitask with little supervision
• Strong organizational skills and team collaborator
• Deadline and detail-oriented, managing processes, research and reporting
• Analyzing Information, problem solving and decision-making skills
• Demonstrates writing, editing, proofing skills, strategic thinking, sound judgment, and a diplomatic approach
• Exhibits the ability to work effectively in a fast-paced, high-energy environment
• Can prioritize tasks on the fly, demonstrates effective time and project management skills
• Fully participates in special activities of the organization
• Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies and/or industry-related organizations
• Willingness to travel 3 or more times, per year

BENEFITS
• Benefits include vacation, sick, personal, and holidays, life insurance, long-term disability, medical, dental and vision insurance

If you have the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org.

NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org

Denise Saunders Thompson
President and CEO
The International Association of Blacks in Dance
8730 Georgia Avenue, Suite 606
Silver Spring, MD 20910

IABD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.