

# Director of Finance and Accounting

**Team:** Finance

April 2024

**Reports to:** Chief Operating and Financial Officer

**FLSA Status:** Exempt

**Salary Grade:** 26

**Location:** Washington, DC; Frisco, CO; or Remote

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## Primary Objective of Position

The Director of Finance and Accounting is responsible for overseeing the organization's financial operations, ensuring accurate accounting practices, regulatory compliance, and strategic financial guidance to support organizational goals. Reporting to the Chief Operating and Financial Officer, this role combines financial leadership and team management to enhance Meridian's fiscal health and sustainability. The Director of Finance and Accounting is key in guiding financial decisions, supervising the finance team, leading budget development, and managing project funding. Additionally, this role involves providing detailed financial analysis, facilitating audits, and maintaining strong financial controls. The ideal candidate will have a deep understanding of Generally Accepted Accounting Principles (GAAP), exceptional attention to detail, and excellent communication skills to work effectively across departments and with external stakeholders.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment while also juggling multiple deadlines and project teams.

## Essential Areas of Accountability

### Financial Leadership, Budgeting, and Reporting

- Oversees the day-to-day operations of Finance, including financial planning, accounting, reporting, and compliance with Generally Accepted Accounting Principles (GAAP).
- In collaboration with the Chief Operating and Financial Officer, leads the development and delivery of organizational budgets, working to integrate input from internal stakeholders and ensuring alignment with strategic priorities and financial sustainability objectives.
- Develops and maintains structures and processes for gathering inputs into the organizational budget, including revenue and expense projections, and implements controls to monitor budget adherence.

- Updates annual labor rate structure to ensure competitiveness and accuracy in cost estimation and resource allocation.
- Collaborates with the Chair of the Finance and Audit Committee and the Chief Operating and Financial Officer to present the annual organizational budget to the Board of Directors.
- Analyzes and interprets financial performance metrics; prepares and presents month-end reports to senior leadership, highlighting key insights and actionable recommendations.
- Oversees forecasting, reforecasting, and monthly reporting of actual expenses against the approved organizational budget, identifying variances and coordinating corrective actions as necessary.
- Manages and coordinates all organizational and project financial audits, ensuring compliance with regulatory requirements and facilitating smooth audit processes.

### **Supervision and Team Management**

- Establishes team priorities based on workload fluctuations, ensuring alignment with organizational objectives and regulatory requirements.
- Provides strategic guidance and support for the implementation and administration of organizational financial systems.
- As a supervisor, coordinates professional development for personnel, fostering a culture of continuous learning and professional growth.

### **Project Funding Management**

- In collaboration with Project Directors, evaluates funding opportunities to assess their alignment with organizational goals and financial sustainability objectives, conducting financial analyses and risk assessments to inform decision-making.
- Determines appropriate costs and fees, considering factors such as project scope, complexity, and funding source requirements, to ensure financial viability and organizational alignment.
- Reviews proposal guidelines and collaborates with Project Directors to prepare budgets that meet requirements, ensuring accuracy and competitiveness in labor rates and fees.
- Provides ongoing collaboration with Project Directors during the due diligence process, offering financial expertise and guidance to facilitate successful funding agreements and partnerships.
- Ensures accurate tracking and reporting of lobbying expenses, maintaining compliance with regulatory requirements and ethical standards.

### **Risk Management and Compliance**

- Proactively identifies and mitigates areas of financial risk, navigating complexities related to Meridian's finances and contractual agreements to safeguard organizational interests.
- Develops and implements robust policies, procedures, and processes to ensure regulatory compliance with relevant financial laws and standards.
- Monitors and enforces policy adherence, identifying and reporting instances of non-compliance to mitigate financial and reputational risks.

- Develops and maintains robust financial controls and procedures to safeguard organizational assets and ensure compliance with regulatory standards.
- Manages representations and certifications processes, responding promptly and thoroughly to due diligence inquiries to maintain organizational credibility and trust.

## Knowledge and Skills Required

- Minimum of 10+ years of progressive experience in finance and accounting, preferably within the nonprofit sector or a related field; significant relevant experience in a senior level financial management role required.
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field is required; Master's degree in Accounting, Finance, Business Administration (MBA), or a related field, and/or CPA (Certified Public Accountant) is highly preferred.
- Extensive experience in financial management, including advanced budgeting, comprehensive financial reporting, and ensuring compliance with all relevant regulations.
- Proven ability to lead and motivate finance teams, providing guidance, training, and mentorship to ensure high performance and professional development.
- Strong experience with grant and contract management, as well as familiarity with regulatory frameworks such as Generally Accepted Accounting Principles (GAAP), nonprofit accounting standards, and reporting requirements.
- Excellent analytical skills, attention to detail, and the ability to communicate complex financial information effectively to diverse stakeholders, including board members, senior leadership, and external auditors.
- Exceptional decision-making abilities, adept at analyzing complex financial data and providing strategic recommendations to senior management and executive leadership.
- Proficiency in financial management software with the ability to leverage technology to streamline processes and enhance efficiency; NetSuite preferred.
- Excellent communication and interpersonal skills, with the ability to effectively interact with internal and external stakeholders.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Demonstrated commitment to justice, equity, diversity, inclusion (JEDI); ability to work with people from diverse backgrounds with humility, ease, and enthusiasm.
- A high degree of proficiency with Microsoft 365 tools, including but not limited to: Outlook, Word, PowerPoint, Teams, OneNote, and SharePoint; advanced proficiency in Microsoft Excel for financial analysis, modeling, and reporting purposes preferred.
- Fluency in English; professional fluency in an additional language is highly valued, particularly Spanish and French.
- Passion and curiosity about the issues and areas of Meridian's work.

## Additional Requirements

- Required to attend to business outside of normal working hours, as needed.
- Required to travel domestically or internationally, on occasion, for in-person staff retreats.
- Must be able to conduct themselves in a courteous and professional manner at all times.

**Note:** *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

**Acknowledgement:**

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(employee)

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