

Job Announcement | Director of Finance

About Our Organization

The National Organization for Victim Assistance (NOVA) is a recognized leader in the victims' rights movement. Since 1975, NOVA has advocated for the advancement and enforcement of victims' rights; championed dignity and compassion for victims and survivors of crime; and promoted the professionalization of victim advocacy.

Position Description and Duties

NOVA seeks a mission-focused, experienced, strategic and process-minded leader to serve as Director of Finance. The Director of Finance will play a critical role in partnering with the senior leadership team in strategic decision making and operations as NOVA continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

The ideal candidate will be a forward thinker and will have the unique opportunity to develop and restructure systems, processes and procedures as well as the roles of all staff in the Finance Department. By providing business analysis, decision making support and insight they will support the financial growth and stability of the organization along with the day-to-day operations, which include general accounting, grant management, and payroll.

Responsibilities:

Provide financial oversight for the organization and be responsible for the entire range of financial management, from daily operations to high-level management.

Financial Management

- Oversee the annual finance planning/budgeting processes in conjunction with the ED and prepare the annual operating budget. Work with staff and board to develop/implement program and organizational budgets.
- Prepare monthly profit/loss, balance sheet and cash flow financial statements. Monitor, interpret and present financial results of operations and programs each month. Serve as financial liaison with the board, providing financial reports.
- Manage organizational cash flow and forecasting.
- Coordinate the annual audit and federal 990 with an independent CPA. Liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee payroll, payroll liabilities, and benefits including PTO accrual and retirement plans. Modernizing timesheets and payment processes.
- Create and maintain excellent financial controls, policies and procedures.
- Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, contract billing, bookkeeping, bank reconciliations, budgeting and accounting. Oversee accounts receivable and payable.
- Prepare budgets and financial reports for grants and track reporting of project/program budgets and expenditures.
- Monitor investment strategy for NOVA's reserves and manage the relationship with NOVA's financial advisor.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

Grants Management

- Support projects' funding proposals: assist with budgets, review proposals, provide supporting documents.
- Ensure complete documentation of funding awards.
- Prepare and file quarterly federal grant reports by due date.
- Draw federal grant funds and reconcile with reporting.

- Work with project directors to comply with funder's terms and conditions, manage deliverables, monitor spending, request amendments, and plan spend-out.
- As part of the leadership team, identify and develop applications for federal and private grants and other growth opportunities.

Qualifications:

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected national organization. We are seeking an individual of exceptional abilities with a respected track record. To be considered for this exciting position, candidates should possess the following:

- Bachelor's degree in accounting or finance required, advanced degree a plus.
- Minimum five-to-seven years of accounting experience in a non-profit 501c3 organization.
- Extensive knowledge of non-profit financial accounting and developing budgets.
- A track record in federal grant management and reporting.
- Excellent management and communication skills.
- Experience working with nonprofit boards.
- Highly detail oriented.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and board of directors who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience in QuickBooks as wells as skills to evaluate NOVA's current system and make changes as needed
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Ability to creatively problem-solve and make and implement decisions quickly and soundly.
- Ability to multitask, offering support to the Executive Director and other members of the Executive Team.
- Knowledge and passion for NOVA's mission and victims' rights.

Position Details:

- **Location:** Alexandria, VA with option for some remote work
- **Work Environment:** NOVA strives to offer a flexible, trauma-informed workplace that values personal and professional development.
- **Salary:** Salary is commensurate with experience. Please include your salary requirements in the cover letter for the position.
- **Employee Benefits** include the following competitive package:
 - 80% of an employee and their dependents' medical, vision and dental coverage
 - Paid time off (10 vacation days, 10 wellness days for new employees) and 12 paid federal holidays
 - 36-hour work week with ½ day Fridays
 - 401K plan with a 4% employer match and 2% employer contribution
 - Paid Parental Leave and Family Leave
 - Employee Sabbatical Program

Application Details:

- To apply please email cover letter and resume to resume@trynova.org and add "NOVA Director of Finance" to the subject line.
- Position will remain open until filled. No phone calls please. Due to the volume of applicants, we will only contact individuals invited to interview.
- NOVA values and embraces diversity and equal opportunity and is dedicated to offering welcoming programmatic, attitudinal, and physical environments that enable diverse populations to freely access our facility and its services. People of Color, LGBTQIA+ persons, survivors of violence and women are strongly encouraged to apply. NOVA is committed to providing an inclusive, welcoming and safe environment.