



NATIONAL HEAD START ASSOCIATION

## DIRECTOR OF FINANCE & ADMINISTRATION

Join the leadership team of a nationally recognized not-for-profit organization. The National Head Start Association (NHS A), dedicated to meeting the needs of Head Start children and their families, is seeking an experienced, energetic and reform-minded individual to serve as Director of Finance and Administration who will spearhead the organization's efforts to significantly strengthen its financial and management systems.

NHSA represents more than 1 million children, 200,000 staff and 2,600 Head Start programs. Created in 1965, Head Start is the most successful, longest-running, national commitment to young at-risk children in the United States. It provides comprehensive education, health, nutrition, and parent involvement services to low-income children and their families. Over 25 million children between birth and five have benefited from Head Start.

**JOB SUMMARY:** The Director of Finance & Administration manages the financial and administrative functions. S/he reports to the Deputy Director and provides high quality, timely financial and administrative guidance to the organization to ensure that the organization is meeting best practices with regard to its financial responsibilities.

### DUTIES AND RESPONSIBILITIES:

- Directs and manages the activities of the accounting/finance staff to ensure accurate and timely information is available to internal managers, external partners and Board of Directors.
- Works with all levels of management, developing and maintaining policies and procedures to guarantee appropriate internal controls and ensures compliance with company policies and procedures.
- Assists in the development of the organization budget and periodic forecasts, providing management with the tools and data needed to establish future goals and objectives.
- Oversees preparation of financial statements and internal management reports.
- Ensures that adequate reserves are established and maintained for outstanding receivables and liabilities.
- Directs and coordinates the annual audit, ensuring that audit objectives are completed efficiently and on time. Manages tax filings as required by federal, state and local governments.
- Ensures that the Association has adequate insurance to appropriately manage risk and oversees insurance application process.
- Ensures that the accounting processes and systems meet the needs of the organization.
- Manages day-to-day administrative operations, including proactively managing central administrative processes; managing all vendor relationships; and ensuring efficient management of the organization and compliance with regulations.
- Serves as a liaison and resource to the Board of Directors, including the Treasurer, and Chairs of the Finance and Audit Committees.

### EXPERIENCE, COMPETENCIES, AND EDUCATION:

- Bachelor's degree in finance, accounting or related field. CPA or MBA preferred, advanced degree in non-profit management a plus.
- Substantial knowledge of non-profit accounting and financial reporting.
- Experience as a seasoned non-profit financial officer with a minimum of five years of supervisory experience required, preferably in non-profit, membership organization.
- Excellent track record in providing financial leadership.
- Excellent organizational, problem solving and management skills.
- Strong verbal and written communication skills.



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NHSA offers a competitive salary and excellent benefits package.

NHSA is an equal opportunity employer.

Interested applicants should submit a resume and cover letter detailing how applicant's experience provides a match for the requirements of the position. Salary requirements must be included. Submit applications to Lynette Hopkins at [lhopkins@nhsa.org](mailto:lhopkins@nhsa.org).