



<b>POSITION:</b>	Director of Finance & Accounting	<b>REPORTS TO:</b>	Executive Director
<b>CLASSIFICATION:</b>	FT - Exempt	<b>DEPARTMENT:</b>	Finance

**Primary Responsibilities:**

Reporting to the Executive Director, the Director of Finance & Accounting will implement the infrastructure and systems needed to support strategic objectives. The Director will be responsible for the oversight of financial systems including finance, accounting, budgeting, payroll, and information technology. As a member of the senior leadership team, the Director of Finance and Accounting will be involved in a range of strategic planning and internal initiatives.

The Director of Finance & Accounting will work closely with the Executive Director and the senior leadership team in implementing the Centro Campesino strategic plan. The Director will act as the primary liaison to the board of directors' finance committee, working closely with the committee to strengthen Centro's financial position and other items as required. She/he will continually evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities.

This position will have direct management responsibility for the accounting and payroll staff.

**Essential Job Requirements:**

Finance and Budgeting

The Director of Finance & Accounting will have overall financial management responsibility including the review and approval of monthly, quarterly, and annual financial reporting materials and metrics for the Executive Director and board of directors. The Director will oversee budgeting, financial forecasting, cash flow, and coordination of audit activities as well as accounts payable and receivable, payroll, and grant management. The ideal candidate will not only be able to reconcile financial activities but should also be skilled at capturing key data and processes to demonstrate the relationship between Centro Campesino goals and resulting fundraising needs

Administration/Operations

The Director will serve as a partner to the Executive Director on the organization's administrative and operational processes, with a goal of continuously developing and improving systems.

She/he must evaluate and improve Centro Campesino's information technology infrastructure, implementing new technologies to support key capabilities as required for future growth.

The Director of Finance & Accounting will also partner with the Executive Director and the rest of the leadership team to ensure that the focus remains on the organization's mission when making strategic decisions.

#### **JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree in accounting or related field preferred, ideally with an MBA/CPA.
- Five to seven years of experience, with at least five years managing the finance and accounting of a \$5 million to \$10 million organization or business unit.
- Nonprofit experience is a plus, with a strong preference for someone who has operated in a fast-growing environment that has limited budgets and resources.
- Experience with audit, legal compliance, budget development, and grant management.
- Experience effectively communicating key data, including presentations to senior management, the Board, or other outside partners/influencers/clients.
- Experience harnessing technology solutions to more quickly and efficiently communicate resources needed for key activities and performance against plans.
- Strong verbal and written communication skills and the ability to relate professionally with team members, volunteers, participants, and community leaders.
- Preference given to local (Miami-Dade County) candidates.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Normal physical job functions performed within a standard office environment:

- Prolonged periods sitting at a desk and working on a computer.
- The ability to lift up to fifteen (15) pounds is occasionally necessary.
- Good hand-eye coordination and vision for detailed work on screens.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and responsibilities.

**SALARY:** \$85,000 - \$95,000 annually

**To apply please send a cover letter and resume to: [resume@ccfcfl.org](mailto:resume@ccfcfl.org). Cover letter must indicate if you have a Bachelor' degree, how many years of accounting experience you have and how many years of nonprofit finance experience you have.**