



Position: Finance and Operations Manager

Reports to: President and CEO

Location: Bethesda, MD (hybrid)

Organization Overview:

Collegiate Directions, Inc., founded in 2005, is a 501(c)(3) nonprofit organization committed to closing the education, achievement, and opportunity gap for primarily first-generation-to-college students from households of limited financial means. In our **Scholars Program** we provide comprehensive college counseling, targeted tutoring, test preparation, study skills, leadership training, and ongoing support, starting in 10th grade and continuing through successful college graduation. 90% of our Scholars complete college compared to 16% of their peers nationwide. Our **Career Mentoring Initiative** focuses on career coaching and access to workforce opportunities through experiential learning and connects Scholars with accomplished professionals in their chosen fields. Our **Mental Health/Wellness Initiative** aims to address our Scholars' social and emotional growth in meeting the wellness challenges they face from their high school through college years. As a part of our **School Support Program** CDI extends our work to high school college advising offices through tailored consulting focused on helping school counselors and staff improve college advising and supporting students to find their best-fit college. CDI is a trailblazing organization focused on closing the opportunity gap for its students in a rapidly changing higher education landscape which makes now an exciting time to join this dynamic team.

Summary:

The Finance and Operations Manager leads the daily financial and administrative operations of CDI. This position is responsible for all financial matters including budget development, financial planning and reporting, maintaining internal controls, grants management, and preparing data for the external auditor. The Finance and Operations Manager also leads CDI's operational matters including managing HR requirements, payroll and benefits; maintaining the organization's assets (property); managing the risk management functions (insurance and compliance matters); and serving as a liaison with building management. This position is part of the leadership team and contributes financial and operational expertise in the development and implementation of organizational strategies, policies, practices, funding proposals and applications.

The role reports to the president and works closely with the leadership team and the CDI Board of Directors. This is a full-time position and the position does not supervise a team.

We are looking for a knowledgeable, dynamic, entrepreneurial professional who is collaborative and service oriented. Please take a look at the key responsibilities and qualifications to learn more about this role.

Key Responsibilities:

Finance

- General accounting
 - Maintain accounting system and chart of accounts
 - Develop and track budgets throughout the year, including specific class budgets
 - Record transactions, journal entries, prepaid expenses & accruals in accounting system
 - Develop and recommend accounting and budgeting policies and procedures

- Assist staff with grant proposal budgets and provide related financial data
- Ensure maintenance of effective internal controls to safeguard assets and assure reliability of financial statements
- Tag and monitor fixed assets
- Cash management
 - Perform cash management activities
 - Review and record deposits into accounting system
 - Prepare and make bank deposits
 - Verify and report external deposits to President semiweekly
 - Maintain the petty cash fund
- Pledges and accounts receivable
 - Issue invoices to donors
 - Ensure that receivables are collected promptly
- Accounts payable
 - Oversee credit card processing
 - Review vendor accounts & transactions and process payments via company checks,
 - Manage ACH and wire payments
 - Take all reasonable discounts on supplier invoices
 - Process payment for expense reports
 - Collect and enter staff credit card expense reports into accounting system
 - Enter credit card deposits into accounting system
 - Enter vendor bills into accounting system
 - Assemble and mail vendor payment checks weekly
 - Resolve invoice discrepancies with vendors
 - Pay any debt as it comes due for payment
 - Monitor debt levels and compliance with debt covenants
- Payroll support
 - Manage bi-weekly payroll via external payroll provider
 - Submit payroll related contribution reports and make payments via various websites
- Financial reporting and accounting closing
 - Ensure data is timely and accurate
 - Prepare monthly, quarterly, and year-end reports for the President and Board
 - Conduct a monthly reconciliation of bank account and/or investment accounts
 - Conduct reconciliations of all accounts to ensure their accuracy
 - Coordinate with the development function and other staff on grants management—budget development and progress reporting
- External accountant/auditor support
 - Ensure that all financial activities meet GAAP standards and are reflected in CDI's financial policies and procedures manual
 - Prepare for and manage the annual audit and IRS Form 990 filing processes with the external audit firm

Operations

- Payroll and Benefits
 - Process payroll semi-monthly, prepare and file reports and make all related payments
 - Provide general oversight of benefits administration and conduct annual benefits review of services and costs
 - Process new hires and assist with employee separations

- Conduct annual policy and employee handbook review, develop revisions and recommendations for changes
- Monitor compensation structure, suggesting new structures as needed
- Function as internal resource for staff on payroll and benefit matters
- Develop external relationships with providers/consultants to support staff needs/programs
- Office and Risk Management
 - Manage all service contracts and company insurance policies
 - Ensure compliance with local, state and federal required filings and audit requirements
 - Maintain office functionality, including purchasing supplies for staff
 - Lead efforts to engage property management regarding facility repairs, maintenance, etc.
 - Serve as the lead for procurement matters, ensure equipment is functioning properly; troubleshoot problems and coordinate service from outside vendors to repair as needed
 - Conduct RFPs and recommend new vendors as needed
 - Communicate with IT support regarding new hire email accounts and equipment

Other

- Staff the Board finance committee and attend Board meetings.
- Attend leadership team meetings.

Qualifications:

- A passion for CDI's mission and an understanding of the transformative power of higher education.
- Must exhibit integrity and discretion in handling sensitive and confidential matters.
- Bachelor's degree required, preferably in accounting, finance or business administration (or equivalent business experience). MPA/MBA/CPA or related advanced degree a plus but not required.
- Seven years of professional finance and operations management experience.
- Strong knowledge of nonprofit accounting and GAAP.
- Strong comfort with technology and previous experience with QuickBooks, Salesforce & ADP.
- Excellent track record in setting priorities and goal achievement. Superior attention to detail and strong written and oral communication skills.
- Ability to balance multiple responsibilities, is proactive and takes initiative.
- Ability to build effective relationships individually and across teams; builds trust quickly.
- Proficiency in the MS Office Suite, particularly Excel, Word and PowerPoint.
- Preference given to candidates with experience in human resources management.

Salary/Benefits:

- \$70K-\$75K.
- Competitive benefits package including 100% employer-funded health care benefits (medical, vision and dental), generous paid leave and employer-paid retirement benefits, cell phone stipend and parking/transportation reimbursement. Hybrid working schedule is available.

To apply, please put "Finance and Operations Mgr" in the subject line and submit cover letter and résumé requirements to president@collegiatedirections.org. The cover letter should clearly demonstrate your: past experience with nonprofit financial management and HR, past experience preparing for and working with auditors, and track record managing multiple priorities. Applications will be reviewed on a rolling basis until the position is filled. For more information, see www.collegiatedirections.org.

Thank you for considering this opportunity!