



DIRECTOR OF FINANCE (Remote Available)

POSITION SUMMARY

The Adult Congenital Heart Association (ACHA) seeks a highly organized and experienced **Director of Finance**.

Reporting to the President & CEO, the Director of Finance is an integral member of the staff leadership team. In addition to working closely with the President & CEO and other department leads, this position has frequent interaction with the Board of Directors (primarily Finance Committee), external auditors, banking partners and outside vendors. The Director of Finance performs the day-to-day accounting procedures, manages financial transactions, drives budget development, and is responsible for timely, accurate and informative monthly and annual financial reports. **This position is based in ACHA's national office in Media, PA; however, this can be a Work from Home position and candidates with appropriate training and experience from across the country are encouraged to apply.**

ACHA is a national patient advocacy organization that empowers the congenital heart disease (CHD) community—patients, family members, healthcare providers, elected officials, etc.—by advancing access to resources and specialized care that improve patient-centered outcomes for the nearly 2 million adults living with CHD in the United States. To learn more about our work visit www.achaheart.org.

POSITION RESPONSIBILITIES

Financial Records:

- Prepare journal entries for all receipts including checks and electronic fund transfers in coordination with the Development department, ensuring that all receipts are recorded in the appropriate accounts.
- Using electronic bill paying application, process payments to vendors.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate monthly expense reporting through Concur and ensure that all credit card payments are supported by the appropriate documentation are applied to the correct accounts in the accounting records.

Cash Management:

- Ensure that there is sufficient cash to support anticipated payment needs and develop cash flow projections for senior leadership.
- Initiate and record cash transfers as needed using the internal approval process.

Financial reporting:

- Prepare financial statements monthly for review by President/CEO and Board Finance Committee.
- Act as staff liaison to the Finance Committee.



Budgeting:

- Manages the building and establishment of the annual budget for the organization.
- Presents the budget to the Board for review and approval on a timely basis.

Annual Audit and 990 Preparation:

- Serve as the liaison to the external auditors for the annual audit.
- Prepares all reports and other workpapers to support the audit process as requested by the auditors.
- Provides all necessary information to the audit firm for the preparation of the 990 on a timely basis.

Other administrative responsibilities:

- Manage IT consulting services contract and connection to staff.
- Manage ACHA's relationship with our HR outsourced services firm including processing of payroll and administration of the annual health insurance renewal; ensure employee handbook policies are updated as necessary.
- Manage relationships with organization's insurance vendors.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM WORK

- Bachelor's degree in accounting; CPA preferred
- Seven (7) years' experience in a similar role; nonprofit or healthcare industry preferred
- Audit, compliance audit, and external audit engagement experience preferred
- Excellent organizational skills and a high attention to detail
- Ability to work in a fast-paced environment and manage and prioritize multiple, often competing, priorities
- Demonstrated solid working knowledge of applicable state and federal program and funding regulations, compliance with policies and procedures
- Demonstrated ability to work effectively as part of a team
- Demonstrated advanced proficiency with QuickBooks or similar accounting software; Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint

COMPENSATION

The salary for this position is competitive and commensurate with experience. ACHA offers a generous benefits package including health, dental, vision, life and disability plans as well as retirement and paid time off.

ANTI-DISCRIMINATION POLICY

ACHA does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.

TO APPLY

Interested candidates must email formal letter of interest, resume and salary requirements as attached PDF or Word documents to hr@achaheart.org with "Director of Finance" in the subject line. No phone inquiries or mailed applications, please.