



Director of Finance and Administration

About ACHA

The Adult Congenital Heart Association (ACHA) is a national patient advocacy organization empowering the congenital heart disease (CHD) community by advancing access to resources and specialized care for nearly two million adults living with CHD in the United States. ACHA brings together patients, caregivers, healthcare providers, researchers, and advocates to improve patient-centered outcomes. Learn more at www.achaheart.org.

Position Summary

The Director of Finance and Administration at ACHA is an integral member of the leadership team working closely with the President/CEO and other senior management. This position handles all finance related work, works closely with our PEO on human resources and manages our IT provider for IT related work.

This is a full-time, office-based position with a hybrid schedule, requiring 2-3 days/weekly in our Columbia, MD office.

Key Responsibilities:

Financial Records:

- Record and reconcile 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 all payments to vendors.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.

Cash Management:

- Ensure that there is sufficient cash to support anticipated payment needs.
- Using the internal approval process, initiate and record cash transfers, as needed.
- Maintain relationships with banking and investment partners.
- Account for investments, make transfers as needed, and work with President/CEO and the Board to determine appropriate investment strategies for long-term and short-term reserves.

Financial reporting:

- Prepare financial statements monthly, including reconciliations, for review by President/CEO and Board Finance Committee in a timely manner.
- Act as staff liaison to the Finance, Investment, and Audit Committees.

Budgeting:

- Manage the building and establishment of the annual budget for the organization.
- Present the budget to the Board for review and approval on a timely basis (before each year end).

Annual Audit and 990 Preparation:

- Serve as the liaison to the external auditors for the annual audit.
- Prepare all reports and other workpapers to support the audit process as requested by the auditors.
- Provide 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 relationship with outsourced HR and Payroll services firm including administration of the annual health insurance renewal and bi-weekly payroll.
- Process bi-weekly payroll through payroll service.
- Support the recruiting and onboarding of all new staff members.
- Manage relationship with organization's insurance vendors, charity compliance vendor, and other supporting organizations.

Education/Experience/Qualifications

- 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 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

Position Details

- Full-time (40 hours/week), hybrid position based in the ACHA office in Columbia, MD
- In-office presence required 2-3 days per week

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

To Apply

Email cover letter, resume, and salary requirements as PDF or Word documents to hr@achaheart.org with "Director of Finance" in the subject line. Applications reviewed on a rolling basis.

ACHA is an equal opportunity employer committed to diversity and inclusion.