INSTITUTE OF WOMEN & ETHNIC STUDIES
Position Announcement:  Finance Director

Organization:   Institute of Women and Ethnic Studies
Telephone:  504.599.7712 (O)

Organizational Background

The Institute of Women and Ethnic Studies (IWES) is a national, not-for-profit health organization dedicated to improving the physical, mental, and spiritual health and quality of life for women, their families and communities of color, particularly among marginalized populations, using community-driven research, programs, training and advocacy.

Job Summary

The Finance Director is responsible for all aspects of the financial operations for the organization. Reporting directly to the Chief Operating Officer (COO), the Finance Director provides accounting, budgetary, operational and programmatic support to all agency programs and activities. The Finance Director directly oversees and supervises the financial/accounting staff and other departments as directed by the COO/CEO. The Finance Director is the primary agency contact for all contractual matters, proposals for new or extended programs and new business development. The Finance Director assists the Executive Leadership Team with helping to develop and implement the agency's vision and mission.

Duties and Responsibilities

- Actively manage the day-to-day accounting of the organization.
- Develop budgets for the organization as a whole, individual programs and new/proposed/expanded services, including the preparation of budget revisions as needed.
- Prepare, analyze and present weekly/monthly financial reports for the organization, its programs, and activities.
- Report on financial results and issues to the Executive Leadership Team.
- Prepare all program financial reporting required for funding sources.
- Manage the Billing, Accounts Receivable and Accounts payables functions and the integration of billing information into the accounting system.
- Manage the organization’s banking activities and actively manage cash flow to ensure it meets organization needs.
- Manage the negotiation and execution of organization contracts with funding sources, contractors and collaborative service providers.
- Manage accounting control systems and internal audits enduring the accurate and timely production of accounting information and financial reports.
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- Monitor changes in legal, regulatory and administrative environments and implement changes in procedures and needed to maintain compliance while maximizing operational and financial results.
- Manage the agency's liability insurance program, including ongoing risk analysis.
- Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Serve as the organization's primary liaison with its independent Auditor to ensure the annual audit is completed efficiently and in a timely manner.

Knowledge and Skills Required

- Advanced degree in accounting, business, finance, or related field is preferred.
- Several years of experience in finance, preferably with a non-profit organization.
- Certified Public Accountant designation a plus.
- Proficiency in current versions of Windows, Microsoft Word, Microsoft Excel, QuickBooks, and Microsoft PowerPoint software.
- Excellent mathematical, interpersonal and written communication skills.
- Ability to work independently and as a team member.
- Excellent organizational and time management skills.
- Commitment to organizational mission is essential.
- Willingness to work night and weekend hours as requested; periodic travel may be necessary.
- Must be highly ethical with a high level of integrity; self-motivated; dependable and reliable; detailed oriented; able to interface easily with staff, other executive management personnel and funding sources.

Starting salary is commensurate with experience; excellent benefits package.

Email or mail cover letter, resume, and three professional references to:

Zoé Francis, PhD
Chief Operating Officer
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