



Director of Finance

The Director of Finance will play a critical role in building a strong financial infrastructure for [Excelencia in Education](http://www.edexcelencia.org). In this role, you will serve as an important thought partner to the CFO and work in close collaboration with the Director of Operations. You will be responsible for timely and accurate financial reporting and analysis for our \$3.5 million (growing to \$5 million in 2 years) budget and providing critical inputs to strategic and business planning. *Excelencia* in Education's mission is to accelerate Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform education policies, advancing evidence-based practices, and collaborating with those committed and ready to close equity gaps in degree completion.

Reporting to the CFO, you will be a hands-on manager that will lead and develop a team to support finance, accounting, and grants management. You will hire and manage two new positions – a grants manager and a finance and operations coordinator, along with overseeing an established outsourced controller. *Excelencia* is a fast-paced and quickly evolving nonprofit organization with a small and dynamic team deeply committed to its mission and community. This is an ideal opportunity for a proven financial leader to apply their experience to advance the mission of accelerating Latino student success in higher education.

Responsibilities

- Produce, analyze, and present financial reports in an accurate, timely manner; clearly communicate monthly, quarterly, and annual financial statements; oversee all financial, project/program, and grants accounting.
- Support business planning with financial analysis, models, and forecasts.
- Coordinate and lead the annual audit process, ensuring all schedules are prepared, and liaise with external auditors.
- Support the CFO in the annual budgeting and planning process; administer and review all financial plans and budgets; liaise with all staff.
- Manage organization cash flow and forecasting.
- Develop staff allocation methodology and ensure it is accurate and current.
- Oversee the grants management system; ensure that grant reporting is timely and accurate.
- Continue to improve and implement business policies and procedures; ensure manual is up to date.
- Liaise with the controller on A/P, A/R, and bank reconciliations – approving invoices for payment, generating invoices for receipts, coding transactions, and approving bank recs and timesheets.
- Manage the adoption of new systems/integration with other systems as part of the fiscal modernization plan.



- Work closely and transparently with all external partners including affiliates, third-party vendors, and consultants, managing relationships with a thoughtful, collaborative, problem-solving approach.
- Effectively manage a growing team with an emphasis on team building and professional development. Serve as a strong people manager and cultural ambassador.
- Reinforce a culture of customer service excellence, internally and externally; work in partnership with all staff setting expectations for cooperation and collaboration.

Qualifications

- At least 7 years of broad financial management experience including previous experience of final responsibility for quality and content of financial reporting.
- Previous experience with nonprofit grant accounting, compliance, and reporting.
- Demonstrated ability to analyze financial data and communicate results to those with or without financial acumen.
- Proven people manager with a strong track record of coaching, empowering, and developing staff.
- Able to work in an entrepreneurial environment, maintaining flexibility and adaptability in a dynamic and nimble culture.
- Strong attention to detail.
- Excellent critical thinking and problem-solving skills.
- The ability to communicate effectively, both orally and in writing, is required.
- Strong collaboration skills, with a track record of working effectively with colleagues at all levels of the organization.

Attributes

Excelencia seeks an individual with the following attributes, which will also be considered in evaluating the performance of the person hired for this position:

- Commitment to the organization. By understanding *Excelencia's* history, relationships, and the ways we built the organization, we are better prepared to support *Excelencia's* growth and increase our impact. Be willing to learn and support our vision and help us advance the work.
- Continuous learning. Our work is evolving and the context in which we work is dynamic. Be humble before the work. Be curious. Be a continuous learner. Gain a deep understanding of the *Excelencia* voice, positions, and body of research, and its projects and funding streams. Embody this voice and apply this understanding to all your work.
- Collaboration. We expect all staff to be team players to meet organizational needs and serve the mission. That means being team-focused but internally motivated. Sometimes it means leading and other times it means following.



- Respect for others. We function as a team with interrelated deadlines and priorities, so be respectful of other's time and workloads as you effectively manage your own.
- Reliability and consistency. Set deadlines for yourself based on your best estimate for producing quality products and completion. Strive to meet your deadlines even if it requires putting in extra time and effort. Should you need to change a deadline, communicate revised schedules to those involved.
- Communication. Communication is key to effectively serving *Excelencia's* mission. Asking questions to confirm your understanding of *Excelencia's* strategies is important to becoming an effective *Excelencia* staff member.
- Persistence and structure. Be able to formalize plans and carry them through to achieve goals. Give strong attention to timely follow up and follow through in all activities.

What's Attractive to the Right Candidate?

- Our mission. We are building a powerful and wide sweeping movement to accelerate Latino student success in higher education, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.
- Impact. This is a pivotal time in our development. As a member of the team, you will play an active role in supporting the organization's process to enable more higher education institutions to actively accelerate Latino student success.
- Growth. This Director of Operations position gives you an opportunity to capitalize on a strong foundation with a demonstrated capacity to grow while using your skills and experience to strengthen the organization.
- Visibility. Your work will have visibility with funders, educational institutions, and leaders in federal, state, and local education and government.
- Compensation. We offer a competitive compensation plan that includes medical, vision, and dental insurance; paid leave, sick time, and holidays; time off between Christmas and New Year's; a retirement plan with employer contribution; and more.

To Apply

Simply email your resume to Aileen Hedden at resumes@staffingadvisors.com with "**Excelencia – Director of Finance #2022-2691**" as the email subject. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email.

Please note: our practice is to not disclose the salary ranges our clients would consider. Any salary information included in this posting was estimated without our input.

Staffing Advisors is committed to reducing bias in every aspect of the hiring process. We have long recommended an evidence-based approach to hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any



other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history. You can learn more about our actions on our blog.