



Director of Finance, Tech Goes Home

Summary

Reporting to the Executive Vice President & Chief Operating Officer (EVP & COO), the Director of Finance will be responsible for managing internal and external financial reporting, forecasting, budgeting, analysis and planning. The candidate will also establish and manage the organization's internal control policies and practices, as well as regulatory compliance filings. The position provides strategic support to senior management including board presentations, analyzing results, and providing financial insight to support business decision making.

The Director of Finance will lead all day-to-day finance operations of a budget of \$9+ million and have functional responsibility over the organizational budget, accounting, accounts payable, accounts receivable, grants administration, and financial planning & analysis. The Director of Finance will ensure that Tech Goes Home has the systems and procedures in place to support effective program implementation. The Director of Finance will work closely with program and development leaders and their staff, to educate them regarding finance and accounting procedures, and also to explore how the finance function can enhance and support operations.

Finance and Accounting

- Oversee all budgets, accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate the work of TGH's outside accounting support group.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership aware of TGH's financial status.
- Analyze data to understand the organization's financial performance and position, and identify key causes of business variances.
- Use planning methods to create financial forecasts.
- Lead the senior leadership team and others as identified through the annual budgeting, periodic forecasting, and planning processes; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the EVP & COO in engaging the board and CEO around issues and trends in financial operating models and delivery.
- Manage organizational cash flow forecasting by working in partnership with the EVP & COO and senior leadership team; continuously collaborate to assess the financial



efficacy of organizational operations and establish finance and administrative systems to support organizational and program operations.

- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Grant Management

- Oversee all financial, project/program and grants accounting; ensure that expenses are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Collaborate with EVP & COO and development team on grant income and grant expense amounts.
- Gather financial statistics required by funding sources and compile necessary grant data.
- Oversee financial data entry, delegating data entry as necessary for completion of grant reports.
- Develop and manage systems for tracking grant expenditures and receivables.
- Review and approve all grant related payment requests, bills, invoices, and statements.
- In cooperation with EVP & COO and development team, review all monthly financial reports, make corrections to grant related income and expenses as needed, and communicate all changes to the accounting team.

Leadership

- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Effectively build and cultivate trusting relationships among all levels of the organization, create partnerships that foster collaboration, demonstrate approachability and openness, understand the relationship of Finance with and between the employees, the organizational hierarchies and our program goals.
- Ability to effectively and appropriately communicate verbally and in writing, through presentation and other mediums across all levels of the organization, using a variety of approaches.
- Ability to maintain confidentiality and appropriate levels of transparency in ways that balance the needs of employees as well as the department or organization.



Qualifications

This is an extraordinary opportunity for a leader with a minimum of five years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. Ideally, they will have nonprofit accounting experience.

Specific requirements include:

- Authentic passion for TGH's mission, strong interest in building scalable, sustainable, and impactful financial and operational systems/processes/integrations, and desire to foster practices incorporating diversity, belonging, inclusion, and equity.
- Demonstrated track record of increasing levels of responsibility and leadership in previous assignments.
- Strong interpersonal, communication, proactive, problem-solving, and collaboration skills.
- Extensive technical capability, operations acumen, strategic thinker, thought partner, and possess excellent customer/client focus.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and accounting for investments.
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants.
- Technology savvy; advanced knowledge of accounting and reporting software preferable
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting.
- Experience in effectively communicating key data, including presentations to senior management, board or other outside partners.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Current and demonstrated knowledge of software technologies & desire to expand their knowledge base continuously. The following are key software technologies:
 - Sage Intacct
 - Salesforce

**The above is intended to describe the general content and requirements of work performed by the person filling this role. It is not intended to be an exhaustive statement of all duties, responsibilities, or skills required.*

Compensation

TGH offers competitive compensation for all staff positions. The exact salary that will be offered to the candidate will be determined based on the successful candidate's skills and experience.



Annual Salary Range: \$110,000 to \$125,000