

## FINANCE DIRECTOR

### Role Profile

Job Title:	Finance Director
Location:	Chicago (National Office) area only; Hybrid of in person and remote work
Status:	Part-Time (20 hours per week)
Travel:	Limited; occasionally one annual US trip
Reports To:	CEO
Apply Here:	<a href="https://usaward.org/work-at-award-usa/">https://usaward.org/work-at-award-usa/</a>

### Summary of Role

The Duke of Edinburgh's International Award is the world's leading youth achievement award, operating in over 130 countries and territories. Since 1956, millions of young people worldwide have earned their Award by developing transferable skills, increasing fitness levels, cultivating a sense of adventure, and volunteering in their communities. The Award helps young people ages 14-24 discover their purpose, passion, and place in the world. Today, there are more than 1 million active participants globally using the proven learning framework to develop life skills and achieve their infinite potential.

The Finance Director will support the growth of the Award in the United States through finance, HR, and administrative leadership. [The Duke of Edinburgh's International Award USA](https://usaward.org/work-at-award-usa/) is seeking a skilled, energetic, and strategic financial professional to support the organization's administration and financial systems. The role of the Finance Director is to ensure the financial health and smooth running of the National Office of Award USA. The role incumbent will effectively create and maintain financial records, prepare financial reports, provide HR support, and oversee the audit process as well as facilities management. Along with the CEO, they will oversee the organization's budget. Excellent organization and communication skills are important qualifications for this position, as well as good customer and vendor relations. The ideal candidate for this position is an experienced financial professional who is technologically savvy, collaborative, a multi-tasker, and committed to accurate and timely financial data and reporting.

### Key Areas of Responsibility

#### FINANCIAL MANAGEMENT

- Maintain General Ledger accounts in accordance with US Generally Accepted Accounting Principals;
- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation, cash flow, forecasts, and analysis in a timely manner;
- Develop and maintain systems to ensure accurate and timely fiscal accounting on a daily, monthly, quarterly and annual basis;
- Manage Award Center revenue (license fees, training, participant fees, and activity provider fees) and follow up for timely payment;
- Reconciliation of bank and credit card accounts on a monthly and quarterly basis;

- Oversee and lead the annual budgeting process in collaboration with the CEO, administer and review all financial plans and budgets, monitor progress, and keep leadership informed on the organization's financial status;
- Coordinate and lead the annual audit process, liaise with external auditors and appointed Board of Directors; completion all necessary PBR 990/audit reports;
- Maintain and follow systems and internal control procedures and initiate corrective actions as needed;

#### **HUMAN RESOURCES**

- Assist the CEO and VP of Program & Operations with the development and maintenance of administrative standards and procedures related to HR processes for personnel including volunteers, and staff onboarding;
- Prepare staff salary and benefits upon hire and at yearly renewal periods;
- Create and maintain up to date HR files for all full time and part time staff;
- Track employee paid time off balance;
- Liaise with benefits vendors;
- Manage financial HR functions including processing payroll with a third party payroll service and administering 401K employee retirement program;

#### **OPERATIONS and FACILITIES MANAGEMENT**

- Manage incoming and outgoing mail;
- Ensure that the office has sufficient supplies and equipment through stock management of stationery, postage, Award supplies, etc.;
- Ensure that the office and kitchen areas are well stocked;
- Liaise with suppliers to arrange maintenance for equipment and supplies;
- Liaise with managing agent regarding any maintenance or health and safety issues for onsite facility;
- Order for new and support remote office team members IT and office supply needs;
- Liaise with IT consultants to arrange technology maintenance or repairs;
- Assist national team with daily operations, project planning, and special events, working closely with the VP when necessary;
- Other administrative duties as they emerge;
- Undertake any other duties as required for the successful delivery of national strategic and annual objectives.

## ROLE SPECIFICATIONS

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or commensurate level of experience in accounting or bookkeeping</li> <li>• Mission driven youth advocate with a genuine interest in The Duke of Edinburgh's International Award vision and mission</li> </ul>	<ul style="list-style-type: none"> <li>• CPA license</li> <li>• Achieved Bronze, Silver or Gold Award from The Duke of Edinburgh's International Award</li> </ul>	Application, Resume, Degree/ certificate verification
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in day-to-day management of an office environment</li> <li>• Experience of QuickBooks and/or Salesforce or similar data management tool</li> <li>• Interpersonal skills with experience working with diverse constituents</li> <li>• Exemplary oral and written communication and presentation skills</li> <li>• Familiar with experiential/outside the classroom learning</li> <li>• Leading, promoting, and working in a diverse, inclusive, cross-cultural environment</li> <li>• Developing metrics and reports</li> <li>• Experience with leading Audit processes</li> <li>• Experience leading and overseeing annual budget process</li> </ul>	<ul style="list-style-type: none"> <li>• Youth focused nonprofit experience</li> <li>• CRM database management</li> </ul>	Application, Interview, References

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Organize and plan effectively</li> <li>• Communicate effectively at all levels</li> <li>• Build trusted relationships and be an effective ambassador among diverse stakeholders</li> <li>• Independently take initiative, manage time, prioritize workloads, work under competing pressures and deadlines</li> <li>• Work collaboratively and cross functionally as a team member</li> <li>• A skilled energetic HR and financial professional</li> <li>• Event management planning and execution</li> <li>• Personal commitment to continuous learning and improvement</li> <li>• A demonstrated bias for action and solution-oriented approach</li> <li>• Experienced user of QuickBooks, Microsoft Office Suite, including MS Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Experienced user of Salesforce, Form Assembly, CRM databases</li> </ul>	Interview, Work Sample
<b>Circumstances</b>	Part-time remote position in Chicago working during the Monday through Friday business work week, with set working hours and regular in person meetings for a total of 20 hours per week. Some flexibility is required around the lead up to national events or Board meetings. Onboarding will take place in person at the Chicago office. Overtime is not payable, though hours worked over and above standard contract can be taken in lieu of payment in line with policy and local regulations. Must be eligible to work in the USA.		

### Equal Opportunity Employer

The Duke of Edinburgh's International Award USA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. If you need a reasonable accommodation to submit your employment application, please email Lisa Metzger-Mugg, VP of Program and Operations at [lmetzgermugg@usaward.org](mailto:lmetzgermugg@usaward.org).