



## **Finance Director**

<b>Position Status:</b>	Full-time, exempt
<b>Location:</b>	Miami, Florida ( <i>can be remote</i> )
<b>Reports to:</b>	Chief Of Staff
<b>Compensation:</b>	\$75,000 - \$85,000
<b>Benefits:</b>	Employer-provided health, dental, and vision insurance Matching retirement contributions Generous PTO

### ***ABOUT ENGAGE***

Engage Miami builds civic equity and power through voter engagement and local and state issue organizing, as well as civic education and leadership development. We center young voters and leaders ages 16-35, building young people's political power in majority Black and Latinx communities. Our mission is to build a more just, democratic, and sustainable Florida by developing a local culture of civic participation for young people that is bold, creative, and impactful.

### ***JOB DESCRIPTION***

Engage Miami seeks a highly motivated and experienced Finance Director to be responsible for managing key financial functions within the organization, including invoicing, payroll processing, account coding, budgeting and forecasting, grant tracking and reporting. This position will liaise with external bookkeepers, accountants, and fiscal sponsors and support preparation of tax filings and audits in coordination with tax accountants and auditing firms. The Finance Director ensures financial systems are effective, accurate, in compliance, and follow Generally Accepted Accounting Principles. In partnership with senior leadership, the Finance Director develops and implements plans to achieve the company's long-term financial objectives and meet short term goals.

The position is full-time, and can be remote as needed with willingness to occasionally travel for in person work. Excellent candidates will have the experience and dedication to create and manage strong financial systems in a nonprofit context, with a drive to support the team and achieve shared objectives.

### ***ROLE & RESPONSIBILITIES***

Financial Process Management: 60%



- Manage day-to-day and month-end financial processes including overseeing AP/AR while ensuring timely payment processing and providing accurate account coding for expenses and revenue
- Lead in restricted grant and program expense tracking to ensure compliance and timely reporting
- Lead multi-entity (501C3 and 501C4) reimbursement invoicing while complying with resource sharing standards and coordinating approvals and review with leadership and fiscal sponsors
- Ensure strong receipt management, coordinating with staff and authorized card holders as needed
- Ensure completion and accuracy of staff timesheets with respect to job costing, verifying time off entries and providing oversight and guidance to team members as needed
- Manage payroll preparation and processing on a bi-monthly basis as well as regular expense and mileage reimbursement for staff
- Monthly filing of bank statements, completion of cash flow analysis including forecasting, review of bank reconciliations conducted by external accountants, and provide maintenance of financial tools (including but not limited to Quickbooks, Bill.com, Gusto, TripLog and Expensify)
- Liaise with accountants and auditor as needed and required to meet both internal and external deadlines

#### Budgeting, Reporting and Systems Leadership: 20%

- Regularly oversee financial systems and provide regular input and feedback with recommendations to enhance and update existing tools and processes
- Provide insight on spending trends and cost-savings initiatives and margin opportunities
- Support annual tax filing preparation as well as provide quarterly federal and state tax reconciliations
- Support in drafting annual budgets, project budgets, and scenario budgets as needed, completing monthly budget to actual analysis and monthly cash flow tracking and projections
- Coordinate with organizational leaders to develop and implement program and departmental budgets as needed
- Support Board financial engagement, including preparing financial reports and dashboards and supporting finance narrative reports
- Lead special finance projects under the direction of the Executive Director and Chief of Staff as assigned

#### Team and Collaboration: 20%

- Team Leadership: Manage any assigned finance or administrative staff or projects, providing leadership, training, and guidance to ensure the effective execution of financial management strategies and projects. Contribute to a welcoming workplace environment by leading all interactions in alignment with Engage Miami's progressive organizational values
- Collaboration: Collaborate with cross-functional teams such as operations, programs, and data, to optimize outcomes and work closely with the leadership team to create effective and aligned



financial strategies, systems, and goals. Attend organizational events as needed, including retreats and relevant workshops, and regularly engage professional development opportunities.

- Additional Duties: This job description is intended to convey information essential to understand the scope of the position and is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities, or working conditions associated with the position. Additional duties may be assigned as needed.

### **QUALIFICATIONS & SKILLS**

- A minimum of 5 years of experience in a finance role with at least 3-4 years in a mid-level position with experience in a nonprofit context preferred
- Strong educational background in finance, accounting, or related field or equivalent training and experience
- Proficient in excel/google sheets, Quickbooks, payroll processes, and other commonly used accounting and financial tools
- Commitment to completion and planning for peak periods, including project management, backwards planning, and communication with relevant team members, including annual and quarterly, and monthly deadlines
- Able to train staff members on financial policies, processes and communicate technical financial terms with accessible language
- Solutions orientation, seeking and recommending paths forward and engaging in collaborative problem solving with respect and support for decision-making of leadership staff. Adapts to the evolving needs of the organization and thinks 3 (or 30) steps ahead to develop solutions that achieve goals
- Ability to maintain legal compliance in accordance GAAP and ensuring organization's finances are well kept and in-line with industry standards
- Excellent discernment and judgment while maintaining privacy and confidentiality
- Properly handle protected personal information of employees, contractors and vendors
- Highly motivated, detail oriented professional that is willing to double and even triple check work for accuracy and consistency
- Positively represent Engage Miami when corresponding with both internal and external contacts
- Flexibility and a willingness to adapt based on organizational needs and leadership decisions
- Willingness to provide data-driven recommendations and insight based on skills and expertise
- Commitment to Engage Miami's mission and the organization's values, goals and objectives
- Commitment to equity and effectiveness, and able to work in diverse communities

**Applications will be reviewed and candidates invited to interview on a rolling basis until the position is filled.** If interested please apply as soon as possible. Not sure if you meet the qualifications? We'd still love to see your application!



To apply, provide your resume and cover letter as a pdf together with an email stating your interest in the position to [hire@engage.miami](mailto:hire@engage.miami) with the subject line of "Finance Director Application." If applying via a job posting website, please still send an email and resume. Please note that applicants invited to interview should be prepared to share at least two references.

*Individuals who are Black, indigenous, immigrants, or people of color, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.*