



Director of Finance

College Success Arizona is seeking a Director of Finance to join our team. This position will be responsible for overseeing, managing and coordinating all financial monitoring systems to advance our mission of providing access to a postsecondary education for first-generation and low-income students in Arizona. We seek an innovative and collaborative candidate who will be primarily responsible to oversee and manage all day-to-day finance and human resource policies, procedures, and operations for College Success Arizona. The Director of Finance will report directly to the Chief Operating Officer (COO).

Responsibilities:

Finance:

- Work with the COO to create and oversee annual budgets for operations, programs and fundraising.
- Create and monitor financial policies and procedures in compliance with government regulations.
- Maintain all accounting, banking and investment records and prepare financial reports for the COO and board meetings as directed.
- Conduct all preparatory work for annual audits and tax returns in conjunction with the organization accountants. Ensure compliance with all filing deadlines.
- Responsible for day-to-day accounts receivable and accounts payable transactions. Maintain a relationship with banking and investment institutions.
- Create and oversee administrative policies and ensure consistent delivery of central services including hours of operation, security, purchasing, mail distribution, and phone and computer systems.
- Maintain organizations files for all financial records, correspondence and contracts.
- Responsible for presenting financial information to various stakeholders.
- Maintain an on-going working relationship with the Board Treasurer.
- Perform other tasks and duties as assigned.

Human Resources:

- Review all employee benefits on a regular basis, make recommendations to COO and manage benefit programs (vacation, sick and personal time off; health and dental insurance plans; and 403(b) and SEP IRA plans).
- Review the policies and benefits manual annually for necessary updates.
- Manage payroll and serve as liaison to outside payroll service.
- Responsible for onboarding all new employees into the organization.
- Responsible for creation, maintenance and security of personnel records.
- Prepare and file the annual Forms 1096/1099's with the IRS.

Qualifications:

- Bachelor's Degree in Accounting or Finance or 10 years equivalent experience in accounting, finance, and human resource management.
- Knowledge of Microsoft Office Suites and QuickBooks.
- Ability to work easily and effectively with a wide range of people,
- Exceptional organizational skills and attention to detail with accuracy and high quality of work.
- Manage multiple projects and responsibilities while meeting deadlines.
- Must demonstrate ability to make executive decisions and exercise sound business judgment in the interest of the organization.
- Must be positive, outgoing and personable.
- Must be creative and able to problem solve in a work environment composed of a mission-focused team working together to accomplish the goals of the organization.

Personal Characteristics Desired:

- Must be an experienced professional who is highly regarded and respected for consistently making a difference in their organization.
- Shows a steadfast commitment to participating as a member of a fully integrated team.
- Maintains a professional appearance, exudes a positive outlook and is willing to accept challenges and changes.
- Ability to work independently, as well as collaboratively, within a team, build effective relationships, and manage multiple projects simultaneously.
- Ability to work occasional evenings and weekends to complete assignments and projects.

Salary: Commensurate with experience.

Job Status: Full-time, exempt, salaried position.

To Apply:

This position is open until filled.

Visit <https://collegesuccessarizona.org/> to learn more about our mission, values, services, scholars, and team.

Please combine the following documents in an email to jobs@collegesuccessarizona.org:

- Current resume or CV
- Statement of interest and qualifications, based on this description

No phone calls, please.

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties and skills for this job.

College Success Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability or age. All candidates will be evaluated on a merit basis.