

**Title: Director of Finance & Accounting - Washington, DC**

**Department: Finance & Administration**

**Reports to: Vice President of Finance and Administration & Chief Financial Officer**

**FLSA Status: Exempt / Full-time**

**Organization Description:** The Voter Participation Center (VPC) is the nation's largest non-partisan, non-profit organization dedicated to registering and mobilizing voters from the New American Majority (NAM) – people of color, unmarried women, and young people – who make up the majority of the potential electorate, but have been historically underrepresented in political participation and power. Using direct mail, digital and social media outreach, guided by rigorous data science and experimentation, and working closely with a multitude of partner organizations, VPC connects with millions of voters each year, building the foundation for a more representative democracy.

Over the past 20 years, VPC has helped over 6 million people register to vote. In 2020, as COVID-19 shut down most forms of in-person voter contact, VPC helped more than 4.6 million people apply to vote by mail and cast ballots, registered more than 1.6 million people, and assisted millions of voters in voting early and safely to reduce pressures on polling places on Election Day.

VPC programs are flexible, nimble, and scalable. VPC is driven by a commitment to constant research, testing, experimentation and evaluation, and thus offers many of the most cost-effective, proven, high-impact programs in the civic engagement field.

The Center for Voter Information (CVI) is VPC's partner organization and is a separate, but affiliated 501(c)4 non-profit that works to engage both the NAM as well as members of the broader electorate who share their values.

VPC-CVI does not sponsor work visas for potential or hired employees under any circumstances.

**Position Overview:** VPC and CVI seek a Director of Finance & Accounting to prepare financial reports, perform research and analysis, maintain the general ledger, perform account reconciliations, lead audit preparations, and carry out other accounting duties as required. The Director of Finance & Accounting will report directly to the Vice President of Administration & Finance and Chief Financial Officer. This person will have extensive experience managing accounts payable, accounts receivable, and invoicing, as well as budgeting, and forecasting. In this role, the Director of Finance & Accounting will be monitoring organizational cash flow and routinely performing banking transactions. They will build efficient systems for financial data to be shared with colleagues involving grants accounting and development reconciliations, along with custom ad-hoc reports. The candidate will be joining a team that is responsible for preparing and communicating monthly financial information and key metrics for the President and CEO as well as the Board of Directors. The Director of Finance & Accounting will be expected to analyze and present accurate financial data for multiple audiences in a timely manner, collating financial reporting materials for different stakeholders and clearly communicating the financial standing of the organization to various constituencies. An ideal candidate may have managed annual

audits as the liaison with external accountants. Experience mitigating financial risks is very helpful but not required. This role is based in our Washington, DC office with a hybrid-remote work schedule.

### Primary Responsibilities

Responsibilities Include, but are not limited to the following:

- **Audit Management**
  - Create and update all relevant audit schedules
  - Ensure all financial statements are prepared for presentation to auditors
  - Compile documentation for audit and manage upload process
  - Coordinate audit response with internal team members
  - Serve as primary point of contact for all audit related matters
- **General Accounting/EOM & EOY Close**
  - Review and approve adjusting journal entries, accruals, and fixed assets
  - Preparation of EOM/EOQ/EOY financial reports
  - Maintenance of general ledger
  - Revise and update accounting manual, as well as other relevant processes
- **Tax Management**
  - Ensure compliance with all payroll reports for federal/state/local tax, unemployment, and other required jurisdictional withholding taxes
  - Complete filings for all necessary taxes for the organization such as property taxes, sales & use, etc.

### Skills and Qualifications:

The ideal candidate will have:

- Ability to think critically and creatively
- Willingness to work as part of a team in a collaborative environment, while also having the ability to work autonomously to complete projects
- A successful track record in setting priorities; keen analytical, organizational, and problem-solving skills to support and enable sound decision making
- Proven capacity to handle multiple projects simultaneously in a fast-paced environment
- Commitment to excellence in communication to stakeholders at all levels
- Knowledge and demonstrated proficiency in complying with GAAP
- Experience optimizing and utilizing software such as NetSuite or Sage Intacct, SAP Concur, EveryAction, and Microsoft Excel
- Technology savvy with experience selecting and overseeing software implementations
- 7-10 years of professional experience required
- Personal commitment to the values of VPC and CVI and building a more sustainable, equitable electoral landscape and coalition
- Required: COVID-19 Vaccination or approved medical/religious exemption with mandatory bi-weekly testing

## SALARY & BENEFITS

The salary range for this position is \$118,000-\$129,000 annually, commensurate with experience. This is a full-time position. This position is exempt under the Fair Labor Standards Act and is not eligible for overtime pay. Our comprehensive benefits plan includes 100% employer-paid health, dental, and vision insurance for employees, spouses and dependents; generous paid time off; access to retirement plan with 3% employer match, and more.

To apply, please submit a resume, cover letter, and at least three professional references. Interested Candidates can [APPLY HERE](#). The cover letter should be concise, compelling, and include why you would like to work for VPC-CVI. Applications will be considered on a rolling basis until a successful candidate is identified. **However, candidates are strongly encouraged to apply by February 10, 2023 for early consideration.** References are not contacted until you are notified.

**VPC-CVI is an Equal Opportunity Employer and welcomes people from all backgrounds, experiences, abilities, and perspectives to apply. We strongly value the leadership of people of color, LGBTQ individuals, and other traditionally marginalized communities, and encourage candidates from these communities to apply.**

**We strive to create and maintain a working environment that is inclusive, equitable and welcoming. At VPC-CVI, diversity, equity, and inclusion are directly aligned with the fundamental belief that people are inherently capable but often lack opportunity. We know that a diverse workforce allows us to see problems in more nuanced ways, creating the thought leadership needed to fulfill our mission and reach our goals.**