

Job Description
Senior Director of Finance
(5-8-08)

The American Montessori Society (AMS) is the advocate for quality Montessori education. With over 12,000 members in the United States and around the globe, AMS is headquartered in midtown Manhattan. AMS is a results-driven and values-based organization that achieves its mission through membership services, publications, two major conferences each year as well as other professional development events, and Web-based outreach activities.

Position Summary:

The Senior Director of Finance serves as the chief financial staff member, reporting directly to the Executive Director. The Senior Director of Finance is responsible for all financial management aspects of AMS's day-to-day operations and provides leadership in the strategic business planning, accounting and budgeting efforts of the organization.

In all areas, the Senior Director of Finance is expected to bring an entrepreneurial and innovative approach to developing and integrating systems and processes into a growing and dynamic organization. As a key member of the Senior Staff Group, the Senior Director of Finance serves as a "thinking partner" to the Executive Director and the Board of Directors.

We are seeking a highly qualified individual who thrives in a changing, challenging yet rewarding environment to join our dedicated staff. The position will supervise a full-time bookkeeper.

Primary Responsibilities:

1. Collaborate with the Senior Staff Group to set strategic direction for the steady growth and expansion of the organization.
2. Maintain and update AMS Financial Policies and Procedures Manual.
3. Manage all accounting functions including general ledger, accounts receivable, accounts payable, account reconciliations, payroll, and asset management.
4. Enhance and implement financial/accounting policies, processes, and internal controls to increase staff efficiency and effectiveness, as well as protect organizational assets.
5. Manage the creation and implementation of a comprehensive financial budgeting, monitoring, and forecasting process to ensure alignment with and achievement of organizational strategies and priorities.
6. Develop and annually update in collaboration with the Senior Staff and Board of Directors a five-year strategic financial plan.
7. Ensure compliance with GAAP and other applicable regulatory and tax rules and regulations.
8. Manage annual independent audit process working closely with the audit firm and organization's Audit Committee.

9. Generate regular financial statements and analyses for the Senior Staff Group and Board of Directors.
10. In conjunction with the Finance Committee, share responsibility for the investment of AMS cash balances and investment portfolio; create cash flow analysis, cash investment policies and procedures to ensure maximum return while maintaining liquidity, minimizing risk, and providing reserves for long-term liabilities.
11. Work with the Senior Director of Operations to identify, select, and install new financial management software (or upgrade current MAS 90 system) and manage accounting software upgrades as needed.
12. Collaborate with the Senior Director of Operations and outside legal counsel to manage the organization's legal and compliance needs, and proactively identify and resolve potential legal issues while minimizing counsel's fees.

Qualifications:

- Baccalaureate degree (BA/BS) required; graduate degree (MBA) or certificate in finance or related field (CPA/CFA) preferred.
- Minimum of ten years of direct finance/accounting experience or equivalent financial experience. Five-plus years in a management capacity; successful experience within a not-for-profit voluntary association strongly preferred.
- Proven track record of achieving results in a corporate or not-for-profit environment, with demonstrated success building systems, financial models and tools to support a fast-paced, growth-oriented organization.
- Prior success working closely with and building relationships with staff and a Board of Directors.
- Superior PC skills in MS Office Suite and PC-based financial management systems.
- Superior technical skills in designing and building financial models and in developing, analyzing and interpreting financial analyses.
- Extremely well organized and detail oriented; capacity to execute multiple projects simultaneously.
- Excellent written and oral communication skills, with the ability to engage and inspire a wide range of audiences.
- Proven expertise in successfully managing direct reports.
- Proven record in identifying and executing process improvements that have led to a decrease in expenses and/or increases in revenues.

Other Characteristics of a Successful Candidate:

- High level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently with minimal direction.
- Highly skilled in managing multiple responsibilities simultaneously, including the financial management of numerous and complex interrelated programs.
- Commitment to building internal staff capacity, open communication and teamwork.
- Thrives in a dynamic, flexible, fast-paced working environment.
- Passion for the mission of AMS and a strong desire to impact a growing not-for-profit organization.

How to Apply:

Send resume and cover letter, including salary expectations and availability, to Richard@amshq.org. Applicants may be required to submit professional references and may be required to authorize a pre-employment background check.

AMS is an Equal Employment Opportunity Employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.