



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Director of Finance

DEPARTMENT: Finance

WORKSITE: 1707 New Hampshire Ave., NW Washington, DC 20009

TOUR OF DUTY: Full-Time, 40-Hour Week

OPENING DATE: September 11, 2019

CLOSING DATE: Open Until Filled

FLSA CLASSIFICATION: Exempt

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY

This position is at the third executive level within the headquarters operations of Delta Sigma Theta Sorority, Inc. The Director partners with Executive Board members: National President & CEO, National Treasurer, Chair of the Finance Committee, Chair of the Internal Audit Committee and Executive Director in developing and implementing the financial strategic and operational goals for the Sorority. Director will provide high-level financial management to include budgeting, forecasting, planning, establishing accounting controls, investments and analysis. As a member of the management team, the Director will be an advisor to the department heads, evaluating and assisting them with their financial plans and economic modeling. She will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization in conjunction with the National President & CEO, National Treasurer, Chair of the Finance Committee, Chair of the Internal Audit Committee and the Executive Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Develops and ensures the consistent implementation of policies and procedures that impact financial and administrative functions of the organization;
- Oversees short and long-term budgetary planning and cost management in alignment with organization's strategic plan, especially as the organization considers sponsorships, grants and other revenue streams to include a retail component;

- Designs, implements and maintains account and reporting systems which will accurately record the financial activity of the organization and enable timely monthly, quarterly and annual reporting of the activity to the CEO, headquarters management and the Board of Directors;
- Oversees all accounts, ledgers and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles (GAAP) and regulatory requirements;
- Directs and ensures the preparations of financial reports and analyses for the CEO, Board of Directors and Executive Director;
- Develops a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs;
- Designs and maintains internal control procedures that conserve assets, reduce unnecessary expenses and maintain the integrity of the financial systems, controls and policies;
- Oversees accounting services and internal audit, accounts payable/receivable, payroll, credit control and petty cash records.
- Maintains and oversees grant and cash management, tax preparations, and maintains compliance and reporting systems for internal auditors and the IRS;
- Reviews all contracts prior to submission for legal review or to the National President to identify opportunity for savings;
- Assesses organizational performance against both the annual budget and Delta's long-term strategy;
- In conjunction with Director of Technology Services, implements cybersecurity protocols for the organization; and
- Directs a staff of seven professional/technical employees, managing work allocation, training, problem resolution, performance evaluation and the building of an effective team dynamic.

MINIMUM QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS

- Advanced degree or a bachelor's degree in Finance, Accounting, or Economics;
- At least five (5) years current experience in the following industries: finance, budgeting, accounting, auditing, internal controls, and/or asset management;
- Possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Financial Planner (CFP)
- Ability to prioritize, negotiate and work with a variety of internal and external stakeholders;
- Possess good stewardship in the interest of the organization;
- Able to manage shifting short-term and long-term priorities at the same time;
- Excellent project management skills with the ability to manage multi-phased projects with precision and flexibility;
- Possess demonstrated business acumen, proven negotiation skills, strategic leadership ability, creative problem solving and interpersonal, communication skills;
- Evidence of having worked as a true business partner to the CEO of a dynamic organization;
 - If entering from the for-profit sector, nonprofit board experience is preferred;

- Must be able to work in a fast-paced environment with demanding deadlines, potential long hours, and ability to work weekends during peak seasons while exercising tact and diplomacy;
 - Must be able to travel as necessary;
 - Strong negotiation and analytical skills,
 - Creativity and experience funding activities that cover costs and generate operating margins; and
 - Membership in Delta Sigma Theta Sorority, Inc.
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Before applying, please visit our website, www.deltasigmatheta.org, to familiarize yourself with who we are and our mission.

To apply for this position, submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that specifically states your salary requirements. Please indicate the title of the position.

**Mail to – Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue N.W.
Washington, DC 20009
Attn: Human Resources Director**

Or email – hrmanager@deltasigmatheta.org