VACANCY ANNOUNCEMENT

TITLE: Manager, Financial Planning & Analysis  
FLSA CLASSIFICATION: Exempt

DEPARTMENT: Finance and Accounting  
TOUR OF DUTY: Full-Time, 40 Hour/Week

WORKSITE: 1707 New Hampshire Ave., N.W.  
REPORTS TO: Director of Finance and Accounting

Washington, DC 20009

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SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY
This position is at the second management level within the Finance and Accounting Department of Delta Sigma Theta Sorority, Inc. The Manager supports the Director of Finance in developing and implementing the financial strategic and operational goals for the Sorority. The Manager will establish and report the organization’s financial status by monitoring the systems for collecting, analyzing, and verifying financial information and managing the financial planning and analysis staff. As a member of the management team, the Manager will be an advisor to department heads, assisting them with their financial plans and economic modeling.

SPECIFIC DUTIES AND RESPONSIBILITIES
- Ensures the consistent implementation of policies and procedures that impact financial and administrative functions of the organization
- Reviews complex financial accounting work processes, systems, and procedures for efficient workflow and conformity with accounting principles
- Manages the annual Budget development process
- Prepares monthly Variance Analyses
- Prepares and monitors KPI Analyses
- Manages the Revenue processing and reporting
- Oversees the Grants Management process and external reporting
- Prepares quarterly financial forecasts
- Recruits, orients, coaches, appraises and disciplines employees to carry out the responsibilities of the Financial Planning and Analysis Unit
MINIMUM QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS

- Bachelor’s degree in Finance, Accounting, or Economics; Master’s in accounting or MBA preferred
- A minimum of five (5) years current experience in the following functional areas: finance, accounting, auditing, internal controls; preferably in a not-for-profit environment
- Possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA)
- Ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- Possess good stewardship in the interests 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, creative problem solving and excellent interpersonal, communication skills
- 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
- Creativity and experience in funding activities that cover costs and generate operating margins are highly desirable

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