

## Finance Director

**Company Name:** Disability Rights Iowa (“DRI”) ([www.driowa.org](http://www.driowa.org))

**Job Title:** Finance Director

**Job Type:** Regular Full Time Exempt

**Supervisor:** Executive Director

**Opening Date:** August 28, 2024

**Closing Date:** For earliest consideration apply by September 18, 2024 (applications received by this date will be included in the first round of interviews, but we will still consider applications submitted after that date until the position is filled)

**Agency Description:** Disability Rights Iowa (DRI) is a well-established, innovative, legally based non-profit organization dedicated to advancing the rights of Iowans with disabilities. DRI is the federally mandated Protection and Advocacy agency (P&A) for individuals with disabilities and/or mental illness in Iowa. DRI works to achieve equality and justice for people with disabilities through quality representation, advocacy, investigations of abuse and neglect, peer/self-advocacy services, community partnerships, regulatory advocacy work, education, and outreach. DRI strives to pursue litigation and advocacy that addresses current pressing needs of the Disability Community, proactively identifies future needs and constructs innovative solutions that continue to expand the human and legal rights of individuals with disabilities. DRI’s legal work includes individual and impact litigation. For more information, go to [www.driowa.org](http://www.driowa.org).

Disability Rights Iowa is committed to creating a diverse workforce to strengthen our organization and is proud to be an Equal Opportunity Employer. We strive to have a workforce that represents the communities we serve.

**Benefits:** DRI offers a comprehensive benefit plan for eligible employees. Benefits include health insurance, dental insurance, basic life, short-term and long-term disability insurance, a 403(b)-retirement plan, and flexible spending accounts. Flexible spending accounts feature reimbursement for both medical and dependent care.

**Time-off:** DRI offers a generous holiday time off, paid sick time and vacation accrual package to full-time employees.

**Salary:** Commensurate with experience.

**Finance Director Job Description:** The Finance Director will manage complex financial programs, including federal Protection and Advocacy grants, contracts, and other public or private funds. The Finance Director is responsible for performing many functions involving the creation and maintenance of financial records and protecting and maintaining the financial integrity of the organization. The Finance Director oversees DRI budget development, financial statements, payroll, employee benefits, and all other finance-related duties. The purpose of this position is to ensure that the agency develops and maintains sound financial policies and budgets and complies with all financial requirements.

**Job Responsibilities:**

- Develops annual agency budget for approval by the Board of Directors and funding sources, as necessary.
- Coordinates all activity and information required for the annual DRI audit.
- Provides assistance in development of budgets for grant funding proposals.
- Prepares quarterly budget and financial statement analyses for Executive Director and Board of Directors.
- Maintains records of income and expenses in accordance with generally accepted accounting principles (GAAP) and practices.
- Regularly reconciles cash versus accrual reporting to ensure accuracy of grant drawdowns.
- Establishes agency bank accounts and reconciles every month.
- Prepares agency financial reports, including but not limited to reports to funding sources, Internal Revenue Service, and the Board of Directors.
- Performs all activities with respect to accounts payable, accounts receivable and payroll activities.
- Prepares financial materials in coordination with Executive Director.
- Maintains all federal and private grant and fund-raising records including applications, assurances, and reports.
- Maintains all contracts for services and manages requests for proposals (RFPs) in conjunction with Executive Director to ensure fiscal efficiency and accountability, including conflict of interest.
- Reviews and processes all invoices, travel reimbursements, and check requests.
- Maintains all agency insurance policies, certifications, and permits.
- Works with Operations Manager on all employee benefits related decisions and documentation.
- Work with Operations Manager on all unemployment, Iowa Continuation, and workers' compensation issues.
- Maintains state and federal tax records for each employee. Prepares reports, tax forms, etc., as required.
- Manages and supervises all fiscal matters related to office operation.
- Oversees maintenance of fiscal files.
- Assists in negotiating all service contracts.
- Performs related duties as assigned.

**Qualifications, Skills, and Abilities:**

- Must demonstrate highest levels of personal and financial integrity
- Preference for candidate to have a CPA or Masters in Accounting or Finance
- A minimum of five years' experience managing federal grants or similar
- Must demonstrate ability to perform budgeting, budget projections, accounting, and financial reporting functions. Demonstrated ability to manage complex systems
- Demonstrates knowledge of federal and state laws related to financial management of a non-profit agency receiving federal grants
- Ability to prioritize work, meet deadlines, and work independently.
- Familiarity with computerized accounting methods, particularly MS Office (strong Excel skills), and procedures. Familiarity with ABILA/MIP a plus.

**Desirable Qualifications:**

1. Experience with or sensitivity to individuals with disabilities
2. Experience with or sensitivity to individuals from ethnic or language-distinct communities.

**Equal Opportunity Employer.**

Disability Rights Iowa is an Equal Opportunities Employer. It is the policy of Disability Rights Iowa to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status.

Disability Rights Iowa values diversity. Individuals with disabilities, people of color, LGBTQIA+ individuals and others who contribute to staff diversity are especially encouraged to apply.

DRI is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees. Applicants interested in seeking reasonable accommodations for the application process please contact Katie Vande Vorde, Operations Manager, Disability Rights Iowa [kvandevorde@driowa.org](mailto:kvandevorde@driowa.org).

**Applications Process:** Please send cover letter, resume, writing sample and three professional references to DRI Operations Manager, Katie VandeVorde at [kvandevorde@driowa.org](mailto:kvandevorde@driowa.org). No telephone calls please.