



## **National District Attorneys Association Chief Financial Officer Job Description**

### **GENERAL PURPOSE**

The Chief Financial Officer (CFO) is responsible for all aspects of the budgetary affairs of NDAA including financial management, budgeting, long-range planning and forecasting, financial analysis, and internal control systems. The position is also responsible for the effective and efficient operation of NDAA's accounting technology infrastructure, and government contracts in support of NDAA's association-wide activities. A member of the senior management team reporting directly to the Executive Director (ED), the CFO performs a variety of advanced level accounting, technical and professional duties as needed to expedite the day-to-day financial and accounting functions related to accounts payable, accounts receivable, payroll, funding receipts and deposits, bank transfers, financial statements, various grant servicing functions as well as tax submissions. This role partners closely with the ED to ensure strategic goals can be met with available resources and ensures federal and private grant financial compliance is met.

NDAA seeks a strategic, hands-on, and approachable financial leader with a broad background of financial experience. He/she will have the foresight, judgment, and expertise to navigate both strategic and tactical challenges.

### **SUPERVISION RECEIVED**

Works under close supervision of the Executive Director and in coordination with the Chief Operating Officer. This is a full-time, exempt-level position.

### **SUPERVISION EXERCISED**

Finance Manager and any future Finance Department staff.

### **ESSENTIAL FUNCTIONS**

- Understands the mission of NDAA and adheres to organization and staff core values.
- Leads all finance and accounting operations including accounts payable, accounts receivable, financial reporting, budgeting and forecasting; responsible for the optimal use of the accounting and financial systems ensuring maintenance of accurate accounting records and implements policies, procedures and processes; safeguards and manages the organization's financial assets; ensures compliance with federal and state reporting requirements.
- Manages payroll processes; reviews time sheets and identifies potential errors; secures authorizations as needed; reports gross pay amounts, withholding and deduction amounts. Prepares all payroll related worksheets as needed to calculate, record, and report various aspects of payroll including tax withholdings, retirement contributions (403b), etc.; assures proper and timely deposits and payments; monitors sick leave, annual leave accruals; reviews 940's, 941's, W-2's, 1099's, and SUTA reports as required.
- Manages cash flow to ensure funds are available for business needs including management of surplus cash and banking relationships; supports the Board's investment strategy and reviews performance of outside investment advisers to ensure basic investment guidelines and income objectives are met.
- Ensures timely monthly financial closing and reporting while maintaining effective internal controls to reduce the chance of error, fraud, or misstatement.
- Prepares the Association's financial statements for the Executive Director, Treasurer, Executive Committee and the Board of Directors.

- Ensures financial and administrative compliance with all grants, including federal; prepares drawdown requests, quarterly reports and reconciliations. Monitors grants to date budget vs. actual and reports on significant variances. Prepares budget modification requests and submits to the appropriate federal agencies.
- Develops a comprehensive, supported budget that can be used as a management tool and provides meaningful comparisons to actual expenses and programmatic plans. Works with department directors to continually monitor activities and spending and ensures compliance with the approved budget.
- Responsible for the annual financial audit preparation, audit fieldwork and draft and final statement review. Coordinates activities with outside audit/accounting firms and reviews organization's performance; also coordinates management's response to any management comment letter items.
- Provides information and support to the Audit Committee and the Finance Committee.
- Prepares, reviews and files all association taxes – IRS 990, business property etc.
- Performs related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience

A. Graduation from college with a Bachelor's degree in accounting, finance or some other related field;

AND

B. Eight (8) to ten (10) years of work experience in accounting, finance, budget management, or some other related field;

OR

C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities

Working knowledge of 501(c)3 accounting requirements; knowledge of nonprofit specific areas such as grant accounting is required; fiduciary responsibilities, methods and procedures as governed by GAAP, GASB's, FASB's and Federal Single Audit Act; liabilities associated with management of public funds; audit processes and methods; cash flow analysis methods; public funds investment options; personal computer operations and various data and financial software applications such as Microsoft Office (Word, Excel, PowerPoint), QuickBooks Enterprise, Paylocity, etc.) Some knowledge of federal audit process to include A133; office machine and filing systems; office management practices and inter-personal communication skills.

Ability to exercise effective financial and accounting research skills; work quickly and accurately with numbers; perform advanced mathematical computations; work under time pressures in meeting deadlines; communicate effectively and verbally and in writing; develop and maintain effectively working relationship with external auditors, accounting professionals, vendors, the ED, the Board, and fellow employees.

Outstanding leadership and interpersonal skills with a management style which encourages open expressions of ideas, opinions, and a full discussion of differing points of view. Proven ability to refine and improve the organization's capabilities in financial planning and analysis, strategic financial projections, management and external reporting, technical and investment accounting, policies, and internal control. Demonstrated track record to proactively identify, assess, analyze, and communicate financial scenarios that may affect business operations.

### 3. Special Qualifications

Certified Public Accountant licensure, MBA and/or federal grant management training desirable.

### 4. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as walking, standing, stooping, and reaching. The position requires

the ability to sit and stand for long periods of time and light lifting (25 lbs. or less). Continuous talking, hearing and seeing is required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, strategic thinking and creative problem solving. Additional responsibilities include the input and output of data from electronic systems and the ability to operate a computer, calculator and copier/printer.

Key Internal Relationships: Executive Director, Chief Operating Officer, Staff Accountant, Program Directors, Project Coordinators, senior and staff attorneys, staff members in each of the relevant departments, and interns.

Key External Relationships: Elected and appointed officials/prosecutors, NDAA members, partners and outside vendors, federal grant managers and auditors.

### **APPLICATIONS**

To apply for the CFO position, please send a cover letter and resume to NDAA via Matt Antine, Senior Search Director, Cordia Resources at [mantine@cordiaresources.com](mailto:mantine@cordiaresources.com). The association offers competitive compensation and a generous benefits package. NDAA headquarters are located in Arlington, VA. Consideration will be given for remote telework status for this position. Relocation expenses are not available. Applications accepted until the position is filled. Final candidate will be asked for verifiable references.

### **ABOUT**

The National District Attorneys Association (NDAA), is the oldest and largest national, nonpartisan organization representing state and local prosecutors in the country. Formed in 1950, NDAA has more than 5,000 members and our mission is to be the voice of America's prosecutors and to support their efforts to protect the rights and safety of the people by providing our members with the knowledge, skills, and support they need to ensure justice is attained. NDAA is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.

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