



ANNOUNCEMENT FOR A NATIONAL LEADERSHIP OPPORTUNITY DIRECTOR OF FINANCE Reno, Nevada

Application Deadline: Until Filled

**Starting Salary Range: \$120,000 - \$135,000 per annum, DOE
FLSA Status: Exempt**

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Organizational Overview

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization headquartered in Reno, NV, is seeking a **DIRECTOR OF FINANCE** to build on the exceptional 87-year record of improving courts and systems' practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. For an overview of NCJFCJ's major initiatives, please go to www.ncjfcj.org/about.

The mission of NCJFCJ is to provide all judges, courts, and related agencies involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

Government and quasi-governmental organizations have historically funded the NCJFCJ. Moving forward, we seek to enlist more support from individuals, foundations, and businesses and by partnering with similar community-based organizations. The transition from one-source to multi-source funding will require planning, networking, and execution skills.

The Opportunity

The NCJFCJ seeks a strategic Director of Finance with a track record of experience in non-profit accounting and tax reporting, including experience with compliance requirements over expenditures of federal awards, and operations. The Director of Finance is responsible for aligning financial resources with the mission and vision of the organization and identifying concrete ways to engage in increasing financial reserves, donations, and cost savings, such that the NCJFCJ continues its 87year record as a stable, sustainable organization.

Reporting Relationships

The Director of Finance reports to the CEO and periodically to the NCJFCJ's Board of Directors. The Director of Finance will direct his/her own internal staff including the financial grants staff, accounting staff, procurement, and the membership and travel desk. The Director of Finance will also oversee and direct those responsible for producing annual financial statements, tax filings, and other compliance documents and reports.

Core Responsibilities

The Director of Finance will set strategy and vision, lead the Finance team, and allocate capital appropriately. Working with the CEO, the Director of Finance will set important financial goals for the organization and work systematically to meet them such as: set budgets, build financial reserves and financial goodwill, allocate financial resources appropriately, and hold himself or herself accountable for the financial health of the organization.

The NCJFCJ Director of Finance:

- Serves as internal consultant to the CEO, board of directors, and other key stakeholders on all financial matters, making recommendations and suggesting pro-active strategies to keep NCJFCJ on track;
- Provides oversight for and manages all budgets, forecasts, and internal financial plans and processes;
- Supports accounting, general ledger and operations functions, ensuring that systems are in place to guarantee timeliness and accuracy;
- Drives best financial practices by publicizing standard operating procedures, keeping the senior leadership team, board of directors, and staff up to date on the NCJFCJ's financial status and by generally serving as a point of reference for all growth plans and projects;
- Conducts compliance risk assessment and mitigation;
- Reviews short and long-term goals in light of existing and projected financial resources available;
- Creates data-based long and short term goals, budgets and forecasts;
- Participates in all internal planning regarding NCJFCJ's proposed program expansion to ensure alignment of program, outreach, and training plans with financial projections;
- Establishes annual priorities and benchmarks and conducts regular reporting, measuring projections against actual performance;
- Generates weekly, monthly, quarterly and annual reports as needed to monitor, evaluate and optimize cash-flow and liquidity;
- Builds relationships with banks, donors, vendors, outside consultants, and others as needed to monitor the NCJFCJ's major expenditures and sources of revenue;
- Utilizes technology to optimize all reporting and analytical functions;
- Ensures that the NCJFCJ meets critical regulatory and legal compliance benchmarks;
- Oversees benefit plan and endowment investments;
- Manages business and charity registrations/filings;
- Ensures that the NCJFCJ meets state and federal grant requirements; specifically the compliance requirements of the NCJFCJ's federal award expenditures;
- Keeps up with new trends in the financial industry, participates in professional development, and shares this information with the senior leadership team; and

- Build a top-tier internal finance team by actively recruiting, training, developing, and supervising talented accountants, analysts, consultants, auditors, tax planners and payroll staff, as needed.

Key Credentials and Personal Qualities

- Bachelor's degree in accounting, finance, management, or related discipline
- Accounting firm experience and CPA preferred
- Experience managing and administering federal grant funded programs and/or working with grant funders
- At least 5 years of senior financial leadership experience (e.g., budgeting, forecasting, fiscal management, and managing staff members)
- More than 8 years of total accounting/finance experience, which includes experience in non-profit/fund accounting and financial reporting
- Experience at integrating IT/Systems to improve accounting productivity and accuracy
- Knowledge of Office Suite and Excel, and familiarity with finance/accounting software; familiarity with the NCJFCJ's current accounting system, MicroInformation Product (MIP), preferred
- Experience at working with board of directors, external auditors, compliance and regulatory oversight
- Skilled at presenting financial information to executive team, board of directors, committees, and staff
- Outstanding problem-solving ability
- Experience at change leadership and change management
- Strong motivational and staff leadership abilities
- Excellent analytical, communication and presentation skills
- Sense of humor, integrity, personal sense of accountability

The Director of Finance position is located in Reno, Nevada. Reno, the largest city in northern Nevada, is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, fishing, and mountain climbing are all activities Reno residents and visitors enjoy. For more information, please visit <https://www.washoecounty.gov/index.php>

The successful candidate for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

Benefits

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents, life insurance, and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

Application Instructions

FOR FULL CONSIDERATION, applicants must submit the following no later than **until filled**:

- Completed Application
- Tailored Letter of Interest, and
- Résumé or CV

[Click here to Apply!](#)

~ NCJFCJ is proud to be an Equal Opportunity Employer. ~