



POSITION ANNOUNCEMENT

POSITION: Director of Financial Reporting and Analysis

OPEN: Immediately

LOCATION: Washington, DC

CLOSED: Until filled

CONTACT: Kyra Frye, HR Recruiter & Generalist

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger.

For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Twitter, and Instagram.

SUMMARY

UnidosUS is seeking a Director of Financial Reporting and Analysis for its national headquarters in Washington, DC office. This position is exempt and will reside in the Office of Finance. The Director reports to the CFO and will be a key leader in the senior finance team. The Director will oversee all aspects of federal and nonfederal grant compliance, ensure that timely monthly financial reports are submitted by UnidosUS, run employee benefit accounting and auditing, partner to lead the preparations for the UnidosUS financial annual audits, and provide excellent financial reporting and analysis for UnidosUS as well as related entities. In addition, the Director will be the lead for federal financial work, including leading the Uniform Guidance audit, overseeing federal financial compliance, educating teams on federal compliance, federal program audit coordination and completion, drawdowns, reporting, and implementing a strong federal internal control structure.

The Director will work closely with the Chief Financial Officer (CFO), Controller, Senior Budget Manager, A/R Manager, and cross-functional program leaders. The Director will be an integral part of leading and executing UnidosUS's grants compliance and grants reporting strategy. UnidosUS has a robust portfolio which will help keep this position challenging and enable the Director to work closely with key program leaders throughout the organization.

RESPONSIBILITIES

- Partner extensively with the CFO and Controller to ensure excellence in the finance function.
- Lead federal grant and Uniform Guidance compliance for all federal grants.
- Lead and manage the Uniform Guidance audit preparations and completion.
- Ensure no material grant findings in the Uniform Guidance audit.
- Partner with the Controller to ensure a timely and accurate financial audit. Lead certain accounts and processes in the monthly and annual accounting close.
- Oversee accounting for related entities, including the endowment and newly formed LLC.
- Lead all financial reporting and analysis for the organization, including dashboards.
- Lead 990 federal reporting.
- Lead employee benefits audits in collaboration with HR and the CFO.
- Support the CFO regarding Board reporting.
- Partner with the Controller to ensure monthly financial reports are timely and accurate.
- Oversee and build buy-in for all aspects of federal and nonfederal grant compliance.
- Manage UnidosUS's federal compliance program organization-wide.
- Develop education and resources for the organization related to federal compliance.
- Manage grant administration, contract compliance, and reporting for all federal, public, and private grants and contracts.
- Manage and ensure proper federal rates documents and provisions.
- Conduct federal drawdowns and reports appropriately.
- Assist with creating a strong internal controls environment within finance and federal work.
- Ensure no reports are late or incomplete.
- Partner with program leaders to ensure reports are accurate and to resolve any issues in a timely basis.
- Partner extensively with VPs, program directors, managers, and coordinators to ensure that required data is accurately measured and reported.
- Ensure UnidosUS compliance with federal and grant regulations.
- Maintain and communicate a calendar of contract, invoice, and reporting deadlines.
- Ensure that funds are requested and/or drawn down on a timely basis per the specific guidelines of each grant. Account for deferred revenues and actively manage this section of cash.
- Maintain records of all cash received to date and accounts receivable for all grants and maintain files of federal grant wire transfer requests and other receivables.
- Prepare and submit interim and final financials reports on grants.
- Develop, maintain and update shared resources and toolkits to ensure UnidosUS's compliance.
- Responsible for maintaining an organized, up-to-date contract filing system.
- Maintains excellent knowledge of federal and local regulations governing UnidosUS contracts.
- Specialist in Uniform Guidance and other applicable federal regulations.
- Manage grant-reporting and processing functions including staff reminders, forwarding staff guidelines for reporting, editing, and working with program managers to complete.
- Lead and reconcile selected accounts to ensure a timely monthly accounting close.
- Design and maintain monthly variance reporting for the organization. Work closely with the Controller and Senior Budget Manager to enhance variance reporting.
- Develop detailed monthly and annual financial reports for projects.

- Research any financial issues noted and resolve in a timely manner.
- Collaborate closely with the Controller and Accounting Manager regarding accounting research and financial issues with projects.
- Ideally technical expertise to assist with upcoming changing accounting standards.
- Set up new projects and cost centers ensuring that all required documents are developed from the start. Help understand and communicate cost center restrictions based on any specific grants. Resolve any issues in the process to ensure key items are charged directly to grants.
- Lead UnidosUS's federal cost submissions.
- Coordinate and collaborate with the CFO and program staff in the production of grant proposals.
- Ensure the finance team meets all grant and reporting deadlines.
- Responsible for supporting the Controller and Accounting Manager on the development of the annual organizational budget.
- Partner with the Controller for the annual budget process. Support components on the development of their division budgets.
- Mentor the finance team in federal project processes and procedures.
- Lead special projects.
- Lead select automation projects.
- Lead annual improvement projects.
- Other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

- Bachelor's degree and at least seven years of professional work experience (will consider five years or more of public accounting experience).
- CPA or MBA preferred.
- Demonstrated experience with nonprofit organizations, grants administration, management, and compliance.
- Expertise required with federal compliance in Uniform Guidance.
- Audit experience preferred.
- Excellent team player and collaborative leader.
- Excellent organizational skills with the expectation to develop files with all grant key criteria available with a moment's notice.
- Ability to work and manage cross-functional tasks.
- Strong written and oral communication skills.
- Strong initiative and ability to work independently.
- Desire to work all hours necessary to do an excellent job.
- Ability to work collaboratively with staff and other partners in developing grant proposals and for reporting purposes.
- Ability to facilitate collaborative meetings related to program design and implementation of compliance.
- Federal contract and contracting experience is a plus.
- Collaborates well with HR and IT.
- Expert in Excel.
- Ability to manage multiple tasks, prioritize among assignments, meet deadlines, and follow up; must be very organized.
- Strong attention to detail.

- Resourceful, flexible, and good at problem-solving.
- Knowledgeable in Dynamics GP and Management Reporter preferred, but not required.
- Ability to adhere to UnidosUS Values: Excellence, Accountability, *Respeto*, and Trustworthy.
- Works with unquestionable integrity and ethics.
- Bilingual (English/Spanish) ability is a plus.
- Ability to travel as needed (likely less than 10%).

Please note: Only those applicants who submit a cover letter and writing sample along with a résumé will be considered for this opportunity. Please include “Director of Financial Reporting & Analysis” in the subject line.

SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ

TO:

UnidosUS

Raul Yzaguirre Building

Attn: Kyra Frye, UnidosUS Recruiter & HR Generalist

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Washington, DC 20036

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No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.