



**POSITION ANNOUNCEMENT: Finance Director**

Department: Finance  
Reports to: Executive Director  
Classification: Grade K

Office Location: Madison or Milwaukee  
FTE: Full-time Exempt

The vision of Disability Rights Wisconsin (DRW) is that “All persons with disabilities and their families shall be empowered to exercise and enjoy the full extent of their rights and to pursue the greatest possible quality of life”. All of DRW’s work flows from this vision. DRW is the designated Protection and Advocacy system for people with disabilities in Wisconsin and receives direct federal funding to carry out its Protection and Advocacy responsibilities. DRW is a nonprofit 501(c)(3) charitable organization serving more than 7000 Wisconsinites with disabilities annually, that engages in both individual and systemic advocacy and has a budget of more than \$6 million from more than a dozen funding sources.

The Finance Director is responsible for all financial matters of Disability Rights Wisconsin and its constituent programs. The Finance Director will report to the Executive Director and work closely with Director of Operations and Quality to develop and implement financial strategies, policies, and controls across the organization. The Finance Director will ensure compliance with financial requirements of all funding sources including government (federal, state, and local) and private sources that operate under varying fiscal timeframes. The Finance Director must be able to adapt to a continually evolving environment, work collaboratively with all program managers, and thrive in a deadline-oriented workplace. Supervise and support Accounting Assistant.

The Finance Director will be responsible for oversight of all budgeting, finance, accounting and financial reporting activities, will support presentations to the Board of Directors, prepare for and liaise with DRW’s auditor, and participate as a member of DRW’s senior leadership and management teams.

The Finance Director will lead all day-to-day finance operations of a budget of \$6+ million, supervise an Accounting Assistant and external consultants, and exercise functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Finance Director will ensure that Disability Rights Wisconsin has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Finance Director will work closely with program managers and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

In addition, this position will partner with the ED, Director of Operations & Quality, and the human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

**Responsibilities**

**Finance and Accounting Leadership**

- ✓ Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements including OMB Uniform Guidance.
- ✓ Maintain internal control and safeguards for receipt of revenue, costs, program budgets and actual expenditures.
- ✓ Determine and manage risk, including insurance and business associate agreements; develop policies and procedures to mitigate risk and liability.
- ✓ Coordinate all audit activity and filing of tax returns, charitable organization report, and lobbying financial disclosure.
- ✓ Consistently analyze financial data and prepare financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep program managers aware of DRW’s overall and specific program financial status.

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- ✓ Assist the Executive Director in the presentation of the annual summary budget, audit report, Executive Limitations reports, and selection of auditor for the Board of Directors.
- ✓ Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- ✓ Manage organizational cash flow and forecasting to ensure availability of funds by working in partnership with the program managers; continuously collaborate with program managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.

## **Planning, Policy, and Funder Relations**

- ✓ Assist DRW leadership in the annual budgeting and planning process; prepare budgets for grant proposals as necessary; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- ✓ Develop, review, and update DRW's Financial and Accounting policies in consultation with the Executive Director and Human Resources. Participate in agency policy development as a member of the management team.
- ✓ Represent DRW to financial partners, including financial institutions, investors, foundation executives, auditors, and public officials as requested by the Executive Director.
- ✓ Assist all Program Managers and Coordinators with the preparation and filing of annual fiscal performance reports.
- ✓ Remain up to date on nonprofit fiscal best practices and state and federal law regarding nonprofit operations.
- ✓ Serve as a committee volunteer with Community Shares Wisconsin

## **Qualifications**

- ✓ This is an extraordinary opportunity for a leader with three to ten years of progressive accounting and finance experience. The candidate will ideally have experience in a complex nonprofit that has multiple programs and funding sources including government contracts.
- ✓ Personal qualities of integrity, credibility, and unwavering commitment to Disability Rights Wisconsin's mission; a proactive, hands-on strategic thinker who will in partnership with the ED be responsible for the financial vitality of DRW.
- ✓ Ability to work with a diverse team with varying levels of financial understanding.

## **Specific requirements include:**

- ✓ Minimum of a BA; CPA preferred, MBA preferred.
- ✓ Experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting.
- ✓ Experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- ✓ Knowledge and understanding of the Office of Management and Budget Uniform Guidance.
- ✓ Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance personnel.

## **Preferred:**

- ✓ Technology savvy with advanced knowledge of accounting and reporting software
- ✓ Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners

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- ✓ A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants.

**FULL TIME EQUIVALENT: 1.0 (40 hours per week)**

**STARTING SALARY:** \$55,000-\$75,000, depending on experience. Excellent fringe benefits.

**APPLICATION:** Submit the following in either Microsoft Word or PDF format, detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

- **1-2 page resume**
- **separate 1-2 page cover letter**
- **affirmative action form** (*optional and attached below—can be mailed separately*)

Submit by **noon, Tuesday, February 20, 2018** for priority consideration, position open until filled.

*Be sure to indicate “Finance Director” in cover letter or email subject line.*

**By mail or in person:**

c/o Finance Director  
Disability Rights Wisconsin  
131 West Wilson St., Suite 700  
Madison, WI 53703

**Email:** [hr@drwi.org](mailto:hr@drwi.org)

**Fax:** 608-267-0368

**DEADLINE:** Tuesday February 20, 2018 for priority consideration

**DIVERSITY:** DRW is an equal opportunity/affirmative action employer committed to a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply. *Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.*

**VOLUNTARY AFFIRMATIVE ACTION FORM**

Disability Rights Wisconsin (DRW) has adopted an Affirmative Action policy to ensure equal employment opportunities. DRW is committed to seeking qualified candidates of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

In an attempt to evaluate the effectiveness of our recruitment efforts, we ask that you provide the following information. This data will be kept confidential and will be separated, and kept separate, from your submitted resume. This information will be used solely in connection with our Affirmative Action efforts.

Completion of this information is optional. However, we would appreciate your answers to the following.

**Section 1: General Applicant Information – Please Complete**

<b>Applicant Name:</b>		<b>Date:</b>
<b>Address:</b>		<b>Date of Birth:</b>
<b>Position Applied For: FINANCE DIRECTOR</b>		

**Section 2: Applicant Affirmative Action Data – Please Complete**

A. **Gender** - Check ONE Box

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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B. **Race or Ethnic Identity:** *Please check all of the following which apply to you*

	<b>Ethnicity</b>	<b>Definition of Category</b>
	<b>Hispanic or Latino</b>	A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

	<b>Race</b>	<b>Definition of Category</b>
	<b>White</b>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
	<b>African American/ Black</b>	A person having origins in any of the black racial groups of Africa.
	<b>Native Hawaiian or Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	<b>Asian</b>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	<b>American Indian or Native Alaskan</b>	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
	<b>Two or more races</b>	A person who primarily identifies with two or more of the above race/ethnicity categories.
	<b>I do not wish to identify</b>	

**C. Veterans and Disability Status**

Status	Definition of Category
<b>Protected Veteran</b>	A person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
<b>Person with Disability</b>	A person has a disability if he or she has a physical or mental impairment which substantially limits major life activities such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

**D. Other**

Language and Proficiency	Fair	Average	Fluent
<b>Spanish</b>			
<b>Hmong</b>			
<b>Other, please specify:</b>			

Language and Proficiency	Fair	Average	Fluent
<b>Sign Language</b>			

**Section 3 Referral Source**

How did you learn about this position?

- Newspaper (Please Specify Below)
- Journal/Magazine (Please Specify Below)
- Posted/Circulated job announcement
- University/College Placement Office (Please Specify Below)
- Internet Search (Please Specify Below)
- Other (please specify \_\_\_\_\_)

Specify here:

**PLEASE SUBMIT THIS FORM WITH YOUR APPLICATION**

**OR SUBMIT SEPARATELY TO:**

Disability Rights Wisconsin  
131 W. Wilson Street, Suite 700  
Madison, WI 53703

Email to: [hr@drwi.org](mailto:hr@drwi.org)

Fax to: 608-267-0368

**THANK YOU!**