



Position Description Finance Director

Preeclampsia Foundation

Established in 2000, we are the leading national 501(c)(3) not-for-profit patient advocacy organization serving the 5-8% of pregnant women - 300,000 women each year in the U.S. - who are affected by hypertensive disorders of pregnancy such as preeclampsia (formerly known as toxemia), eclampsia and HELLP syndrome. We are advised by a medical board comprising the top medical and scientific experts in preeclampsia and related fields, additionally collaborating with other non-profit organizations, governmental agencies, academic institutions, and corporations to achieve our mission.

Our Purpose

To improve the outcomes of hypertensive disorders of pregnancy by educating, supporting, and engaging the community, improving healthcare practices, and finding a cure. We envision a world where preeclampsia no longer threatens the lives of mothers and babies.

Company Values:

- **Patient-Driven:** Everything we do, advocate for, and develop is through the lens of the patient experience.
- **Knowledgeable:** As a leading resource, we stay well-informed and provide accurate and timely information with guidance from our medical and scientific advisors.
- **Empathetic:** It's personal with us. We act with compassion and sincerity. We treat each other and others outside our team with human kindness.
- **Collaborative:** We take the team approach, seeking to build consensus with each other, our community, and our partners.
- **Trustworthy:** We are accountable to our community, our donors, volunteers, supporters, and each other; we work hard to maintain that trust and confidence.

Position Description

Reporting to the CFO, the Finance Director is a full-time, salaried (exempt) position. The Finance Director will oversee all financial activities of the organization, ensuring the integrity of financial reporting, compliance with regulations, and effective management of resources. This role will play a crucial part in supporting the Foundation's mission through sound financial practices and strategic financial planning.

Key Responsibilities for this Position

- **Financial Management and Administration**
 - Supervises the Accounting Manager to ensure the accuracy of financial entries and advises on non-routine reporting transactions
 - Provides day-to-day management of finance, accounting, and administrative systems, while maintaining excellent financial controls, records, policies, and procedures
 - Responds to inquiries from the CEO, CFO, and Program Directors regarding financial results, special reporting requests, etc.
 - Performs monthly, quarterly, and year-end closings and prepares statement reconciliations comparing actual to budget performance, analyzing and explaining variances
 - Provides oversight of receipts, deposits, and gifts

- o Manages the Foundation's credit card program (Ramp) and ensures expenses are appropriate and aligned with budget
- o Ensures accurate processing of invoices and utilizes various submission platforms
- o Serves as both Accounting Manager and CFO in their absences
- **Payroll and Benefits Processing**
 - o Provides oversight of payroll processing by the Accounting Manager, employee benefits, and compliance.
 - o Reviews employee time management in On the Clock program
 - o Monitors salary allocations and makes recommendations for adjustments throughout the year
 - o Reconciles books/records to IRS Form 5500
- **Banking and Investment Accounting**
 - o Oversees posting of banking and investment activity on a monthly basis
 - o Initiates bank transfers and ACH/wire payments
 - o Acts as liaison with custodial bank, investment advisors, and investment managers
 - o Analyzes and reports on cash flows for CFO/CEO
- **Audit**
 - o Coordinates the preparation of audits (including Single Audit), tax returns, and all financial filings required by law, as well as ongoing monitoring of budgets and spending
 - o Prepares schedules as required for the tax return and annual audit
 - o Liaison with auditors during the audit
- **Financial Grants Management and Reporting**
 - o Works closely with Contracts and Compliance Manager for preparation of financial reports for grant reporting purposes and compliance with Federal, state, and other financial legal requirements
 - o Ensures all expenditures are consistently aligned with grant and program budgets throughout the grant/fund period
 - o Reconciles Temporarily Restricted funds quarterly
 - o Ensures the Foundation's Federally-approved IDC rate is maintained and reported accurately
- **Budgeting and Forecasting**
 - o Leads the annual budgeting process, collaborating with CEO, CFO, and department heads to prepare accurate budgets aligned with strategic goals
 - o Develops cash flow projections and implements strategies for effective cash management
 - o Perform periodic review of budget vs. actual with variance analyses

Competencies for this Position: These are the behaviors and qualities that contribute to the individual successfully executing the responsibilities of this role.

- **Builds Networks** - Builds strong formal and informal networks; maintains relationships across a variety of functions and locations; draws upon multiple relationships to exchange ideas, resources, and know-how.
- **Communicates Effectively** - Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels; attentively listens to others; adjusts to fit the audience and the message; provides timely and helpful information to others across the organization; encourages the open expression of diverse ideas and opinions.

- **Directs Work** - Provides clear directions and accountabilities; delegates and distributes assignments and decisions appropriately; monitors progress by maintaining dialogue on work and results; provides appropriate guidance and direction based on people's capabilities; intervenes as needed to remove obstacles.
- **Drives Results** - Has a strong bottom-line orientation; persists in accomplishing objectives despite obstacles and setbacks; pushes self and helps others achieve results.
- **Manages Conflict** - Steps up to conflicts, seeing them as opportunities; works out tough agreements and settles disputes equitably; facilitates breakthroughs by integrating diverse views and finding common ground or acceptable alternatives; settles differences in productive ways with minimum noise.
- **Operational Excellence** – from the aesthetics of our workplace to the efficiencies of our processes, identifies processes and creates the spaces necessary to get work done; separates and combines activities into efficient workflow; designs processes and procedures that allow managing from a distance; seeks ways to improve processes, from small tweaks to complete reengineering.

Qualifications – The ideal candidate will possess the following education and experience. and technical skills, as well as express a commitment to the Foundation's core values. High regard for quality and accuracy, attention to details

Education and Experience:

The ideal candidate will possess the following education and experience. and technical skills, as well as express a commitment to the Foundation's core values. High regard for quality and accuracy, and attention to detail is a must. Bachelor's Degree, preferably in a related field (accounting, finance, or related degrees) and 5-7 years of strong accounting experience. Fund Accounting experience is a plus.

Not Required but Preferred:

Master's Degree or CPA

Experience working in the nonprofit or philanthropic sector

Technical Skills: These are the main skills, training, and knowledge one must have exhibited in previous roles to successfully perform the responsibilities outlined above.

- **Financial Statement Analysis** – Demonstrated ability to create and present financial statements that show an organization's financial performance. This requires understanding accounting principles and financial data analysis.
- **Compliance** – Proven ability to ensure that the company adheres to all applicable laws and to develop strategies to mitigate financial risks.
- **Internal Controls** – Demonstrated competency in accounting and internal controls with a thorough understanding of accounting theory and generally accepted accounting principles, budgeting, general ledger maintenance and analysis, funds with restrictions, financial reporting, and investment analysis.
- **Financial Software** – Demonstrated proficiency in QuickBooks Desktop, Microsoft and Google suites (Word, Excel, Outlook, Sheets, Docs, etc.), and the use of integrated financial applications

Location:

Work Environment:

This position offers a hybrid work schedule, combining remote work and in-office presence. Employees are expected to work from the office 3 days per week, with the flexibility to work remotely for the remaining days.

PF Headquarters | 3840 W. Eau Gallie Blvd., Suite 104, Melbourne, FL 32934

Salary and Benefits

- Non-profit patient advocacy organization; compensation commensurate with candidate's experience (range: \$65,000 to \$85,000)
- Medical insurance, employer pays half of employee's premium
- Dental and Vision insurance
- Parental Leave policy
- Employee Assistance Program (counseling, coaching, professional development)
- Life Insurance
- 401(k) option
- Paid Holidays and Personal Time Off

Equal Opportunity Employer

The Preeclampsia Foundation is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive work environment.

To Apply

Please send cover letter, resume and, if known, Strengths Finder™ and Working Genius™ profiles to HR@preeclampsia.org with name of position in subject line.