



## **Position Description Director of Finance and Operations**

**The Center for Justice & Accountability** is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

### **Position Overview**

This position contributes to CJA's overall mission by leading and supporting seamless fiscal, operational and human resource management systems, procedures, and processes. The ideal candidate will have solid process and fiscal management skills, knowledge of non-profit and fund accounting, and a working knowledge of human resource laws and best practices. The ideal candidate will be a seasoned professional with specific expertise in fiscal management and fund accounting, human resource law and best practice, nonprofit management and governance, and IT/operations management. He or she will play a critical role in partnering with the senior leadership team in strategic decision-making. In addition, he or she will have excellent written and oral communication skills, and a keen interest in CJA's mission. This is a full-time, salaried position with benefits.

### **Reporting Relationships**

The Director of Finance and Operations (DFO) reports to the Executive Director and also interacts with the Board Treasurer and Board Audit Chair on fiscal and investment matters.

### **Primary Responsibilities**

The DFO has primary responsibility for overseeing all budget and fiscal functions, policies and procedures. The DFO also oversees human resource functions, IT and systems, procurement, and facilities. S/he also supervises the Manager of Administration and Operations.

#### **Financial Management**

- Lead the annual budget development process, monitor expenditures and variances, and proactively update income and expense projections;
- Chart cash flow and ensure cash flow needs and adherence to Investment Policy;
- Prepare monthly and ad hoc financial reports for the Executive Director and the Board of Directors;
- Manage annual audit process and serve as the primary liaison with audit firm;
- Oversee tax preparation and filing;
- Supervise Manager of Administration and Operations to ensure timely and accurate bookkeeping, bank deposits, receivables and payables;
- Negotiate, prepare, and monitor all vendor and consultant contracts;

- Perform all balance sheet reconciliations (bank accounts, investments, prepaids, deposits, accruals, depreciation, etc.) and prepare month-end close;
- Manage and track deferred revenue (TRNA) and maintain updated grid of release from restriction;
- Oversee grant and donor receivables and coordinate tracking with development team;
- Oversee documentation of pro bono revenue, fiscal agency and other special revenue and invoicing needs;
- Develop and implement systems, policies and procedures to ensure compliance with USG or other funding requirements;
- Manage restricted funds and USG or other funds (UN, EU, etc.) in full compliance with relevant OMB and CFR guidance, OFAC, and grant award;
- Negotiate, prepare, and manage sub-contracts and sub-grants, including training of sub-grantees in USG compliance;
- Prepare all grant budgets, 424 form series, and grant budget variance or other fiscal reports for donors;
- Exercise final review for all organizational budgets, and final review and approval for all grant budgets and fiscal reports;
- Set up and manage people and systems to ensure adherence to restricted grant budgets, including periodic updates on budget variance and preparation of budget modification documents;
- Oversee and reconcile travel budgets and compliance with procedures and cost containment;
- Develop and manage general ledger and fund accounting systems and procedures, coding of payroll and other expenses to various programs through monthly cost allocations;
- Select, set up, and manage fiscal and payroll systems to ensure timely and accurate use and reporting;
- As needed, manage process to secure NICR for USG funding;
- Serve as staff liaison to the Board Treasurer and Audit Committee; and
- Ensure all fiscal policies, procedures and documentation requirements are adequate to protect the organization.

#### Human Resources

- Oversee payroll, benefits administration, recruiting, onboarding, off-boarding, employee check-ins and exit interviews, and other human resource needs;
- Responsible for all human resources (HR) functions including hiring practices, employee review policies, professional development, and other HR activities;
- Assure compliance with applicable HR, employment and personnel laws and regulations;
- Maintain updated personnel and operations policies and procedures and ensure compliance;
- Train and orient staff on personnel policies and procedures; and
- Oversee hiring and supervision of all administrative staff and administrative volunteers.

#### Operations, Technology and Systems

- Oversee management and maintenance of all office systems and facilities;
- Develop and oversee document retention policies and manage disposal of records;

- Develop and oversee risk assessment and emergency planning policies and procedures;
- Oversee organizational insurance policies and ensure organization is adequately covered;
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security procedures; and
- Oversee compliance with state and federal registration and reporting obligations, including state charity registrations.

### **Professional Qualifications**

- At least 15 years of professional experience, with a minimum of 10+ years of broad nonprofit financial and operations management experience;
- At least 5 years of experience developing policies, procedures and systems for and managing USG funds, including fund accounting, OMBs and CFRs, Buy America/Fly America, Leahy, and other USG regulations, including as these apply to sub-grants and contracts;
- Experience as a trainer on accounting principles and USG compliance regulations;
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines;
- Excellent communications skills, including during tough negotiations and in light of staff adjustment to adhere to new policies and procedures;
- Experience in working with sub-grants, including USG compliance and training of sub-grantees;
- Personal qualities of integrity, credibility, and dedication to the mission of CJA;
- Ability to thrive as part of a team with diverse experience, expertise, skills and objectives;
- Ability to stand firm on essential accounting and fiscal compliance and documentation needs; and
- Bachelor's degree; MBA/CPA or equivalent experience preferred.

### **How to Apply**

To apply, please submit a cover letter, resume and three professional references by e-mail to [jobs@cja.org](mailto:jobs@cja.org). Please put "DFO Search" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. Only applicants being considered will be contacted. CJA offers a competitive compensation and benefits package. Salary is commensurate with experience.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply.