

## Vice President, Finance and Accounting

**Position Title:** Vice President, Finance and Accounting

**Reports to:** Senior Executive Vice President/COO

### Position Summary:

The VP of Finance and Accounting will be responsible for overseeing the financial operations of the organization, ensuring accurate financial reporting, implementing and maintaining effective internal controls, and providing strategic financial guidance to the management team.

### Responsibilities:

#### Financial Management:

- Develop and implement financial policies, procedures, and controls to safeguard the association's assets and ensure accurate financial reporting.
- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements, to provide timely and accurate information to management and the Board of Directors.
- Monitor financial performance, identify areas of concern or improvement, and recommend corrective actions to ensure the financial stability and growth of the association.

#### Budgeting and Forecasting:

- In conjunction with SEVP/COO, collaborate with department heads to develop and manage the annual budgeting process, ensuring alignment with strategic objectives and financial targets.
- Prepare regular financial forecasts and projections, monitoring actual performance against budgeted expectations and identifying variances for further analysis.
- Provide guidance and support to department heads in monitoring and controlling their budgets, offering insights and recommendations for cost optimization and revenue enhancement.
- Provide financial analysis and support to the management team, including financial modeling, profitability analysis, and scenario planning.

#### Cash Flow Management:

- Manage cash flow, including monitoring and forecasting cash needs, optimizing investment strategies, and overseeing accounts payable and accounts receivable processes.
- Establish and maintain relationships with financial institutions and manage banking activities.

#### Compliance and Audit:

- Ensure compliance with all applicable financial regulations, laws, and reporting requirements.
- Coordinate and manage external audits, tax filings, and other financial reviews as necessary.

**Education and Experience:**

- Bachelor's degree in Finance, Accounting, or a related field; a Master's degree or CPA qualification is preferred.
- Proven experience as a Controller or similar financial leadership role, preferably within a trade association or non-profit.

**Skills and Attributes:**

- In-depth knowledge of accounting principles, financial regulations, and best practices.
- Strong analytical, problem-solving, and critical thinking skills.
- Advanced proficiency in financial management software and Microsoft Excel.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Demonstrated leadership abilities, including the ability to inspire and motivate a team.

**Other:**

- Position based in Washington, DC area.
- Rotating hybrid work schedule: In-office Tues-Thurs and Mon-Thurs every other week.
- Salary: \$175,000 - \$185,000

**Interested applicants can apply by clicking the link below:**

<https://apply.workable.com/j/1544544581>

**AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

**EOE**