



DIRECTOR OF FINANCE

ABOUT DRI

DRI is the leading organization of defense attorneys and in-house counsel. Membership in DRI provides access to resources and tools for attorneys who strive to provide high-quality, balanced and excellent service to their clients and corporations. DRI is host to 29 substantive committees whose focus is to develop ongoing and critical dialogue about areas of practice. DRI provides access to resources and tools to grow your practice – members can search a database of more than 65,000 experts, attend renowned CLE seminars, conferences and webcasts, network with 20,000+ like-minded defense practitioners and more.

POSITION SUMMARY

The Director of Finance is a full-time senior-level position that reports to the EVP, Operations and General Counsel. The Director of Finance is responsible for the financial systems and related operations of DRI (a 501(c)(6) organization), DRI Foundation (a 501(c)(3) organization), and the National Foundation for Judicial Excellence (NFJE). The Director of Finance also supervises the finance and human resources team members.

KEY DUTIES AND RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

- Supervise all accounting functions and systems, including accounts payable, accounts receivable, and cash receipts and ensure the timely processing of all payments
- Prepare, distribute, and reconcile monthly financial statements and ensure their accuracy and completeness
- Process monthly bank reconciliations, transfers, deposits, etc. Assure accounting audit procedures are in place. Oversee cash receipts and cash disbursements.
- Authorizes expenditures in accordance with DRI budget; estimates, analyzes and updates financial projections and cash flow accordingly.
- Prepares reports which summarize and forecast DRI business activity and financial position in areas of income, expenses and earnings based on past, present and expected operations.
- Responsible for assuring protection for the assets of the business through internal control, internal auditing, and enduring proper insurance coverage.
- Prepares monthly and year-end financial statements and supporting schedules for the agency annual fiscal audit.
- Responsible for planning, directing, and implementing fiscal operational plans that directly relates to achievement of business goals for the fiscal department.
- Works closely with senior management, communicating across all levels of the agency.
- Work closely with department directors providing support with strategies for growth.
- Maintains confidentiality and consistently personifies high ethical practices and integrity.
- Provide oversight of all budgets, forecasts and internal financial plans and processes
- Support accounting, general ledger and operations functions, ensuring that systems are in place to guarantee timeliness and accuracy;
- Drive best financial practices within organization by publicizing standard operating procedures, keeping the senior leadership team, Board and staff up-to-date on our financial status and by generally serving as a point of reference for all growth plans and projects within organization.
- Utilize technology to optimize all reporting and analytical functions;
- Build a top-tier internal finance team by actively recruiting, training and developing talented accountants, analysts, consultants, auditors, tax planners and payroll staff, as needed.
- Leads budget process for all programs with management team
- Responsible for all corporate and charitable registrations, licensing, and reporting to the IRS and in all relevant jurisdictions for the consolidated organizations
- Understand 501(c)(3), and 501(c)(6) standards, tracking, and processing requirements
- Supervise all human resources functions and systems, including employee benefit programs, Paycom administration, and other HR-related activities
- Other duties as assigned

QUALIFICATIONS

- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance staff members
- A positive attitude and an earnest interest in providing quality customer service to all stakeholders
- Ability to maintain healthy interpersonal relationships
- At least 10 years' experience of organizational finance experience
 - At least 5 years' experience providing outside accounting services to non-profits
 - At least 3 years' experience providing in-house financial services to non-profits
 - Prior experience providing outside accounting services to Fortune 500 or large multinational companies
- B.S./B.A. in business administration/finance and accounting or related field; +
- C.P.A.
- M.B.A. is preferred
- Experience with Microsoft Dynamics GP (formerly Great Plains) preferred
- Experience with Paycom preferred
- Solid experience coordinating complex audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- Strong organizational skills and the ability to handle multiple projects

WORKING CONDITIONS

- This position works 40 hours per week Monday through Friday around core business hours
- Some travel may be required

EQUAL OPPORTUNITY EMPLOYER

DRI provides equal employment opportunity without regard to race, color, creed, gender and gender identity or expression, age, mental or physical disability, medical condition, including pregnancy and childbirth, religion, national origin, marital status, sexual orientation, ancestry, genetic information, political belief or activity, veteran or military discharge status, or any other basis protected by local, state or federal law and regulations under Title VII.

The policy applies to all employment practices, including but not limited to recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

BENEFITS

- Life Insurance
- Medical Insurance
 - PPO/HRA, Prescription Drug Program, HMO, and Prescription Drug Copay are available
 - Dental Insurance
 - Vision Insurance
- Short-Term and Long-Term Disability
- Work/Life Balance Program
- Identify Theft Insurance
- Up to 15 vacation days per year, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year