



## Position Description

Position: Manager, Finance

Department: Finance

Reports to: Senior Director of Finance and Operations

### 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 Manager, Finance is a full-time position that reports to the Senior Director of Finance and Operations. The Manager, Finance is responsible for day to day accounting functions and reporting of financials of DRI (a 501(c)(6) organization), DRI Foundation (a 501(c)(3) organization), and the National Foundation for Judicial Excellence (NFJE).

### KEY RESPONSIBILITIES

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

- Supervise accounting functions and systems, including accounts payable, accounts receivable, and cash receipts and ensure the timely processing of all payments.
- Assist in preparing, distributing and reconciling monthly financial statements and ensure their accuracy and completeness
- Process monthly bank reconciliations, transfers, deposits, etc. Assist with cash receipts and cash disbursements.
- 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.
- Prepares monthly and year-end financial statements and supporting schedules for the agency annual fiscal audit.
- Work closely with department 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;
- Utilize technology to optimize all reporting and analytical functions;
- Assist in budget process for all programs with management team
- Assist with 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
- Other duties as assigned

QUALIFICATIONS

- A positive attitude and an earnest interest in providing quality customer service to all stakeholders
- Ability to maintain healthy interpersonal relationships
- Experience of organizational finance a plus
- At least 3 years' experience providing outside accounting services to non-profits
- B.S./B.A. in business administration/finance and accounting or related field
- 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
- C.P.A. a plus
- Experience with SAGE Intact a plus

WORKING CONDITIONS

- This position works 37.5 hours per week in person 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, PPO/HSA, 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

*Updated: March 2024*