



## Cure Violence Global Position Description

**Position Title:** Director of Finance

**Location:** Chicago, Illinois

**Reports To:** Chief of Staff

### Organization Overview

Cure Violence Global® (CVG) is a nonprofit organization whose mission is to reduce violence globally using evidence-based public health and disease control methods. CVG delivers in-depth training and technical assistance (TTA) on its proprietary Cure Violence® public health approach to violence reduction to jurisdictions and local community-based organizations. CVG's approach is grounded in an understanding that violence follows a contagious process: it clusters and spreads geographically, is transmitted through exposure, and is perpetuated and reinforced through social norms. The CVG model therefore focuses on 1) detection/interruption; 2) behavior change; 3) shifting community norms.

CVG's TTA approach calls for the identification of and collaboration with local partner organizations that have the capacity, credibility, and desire to operate a local program, with CVG providing start-up training, ongoing technical assistance, a peer learning network, and process and outcome evaluation to ensure program fidelity and maximal impact. Currently, CVG is working with more than 50 communities in the U.S. and in 4 other countries.

CVG is an equal opportunity employer and welcomes applicants of all races, ethnicities, religions, genders, gender identities, and sexual orientations.

### Position Summary

The Director of Finance will: be responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The Director of Finance also oversees cost and general accounting, accounts receivable/collection, payroll, and risk management.

### Essential Functions

- Oversee the preparation, review, and reporting of financial statements, and accompanying analysis for management in accordance with accounting, audit and tax standards.
- Lead annual budgeting and planning process in conjunction with the Chief of Staff; administer and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual report.
- Work with all departments of the organization to help plan and manage budgets.
- Responsible for annual audit process and meeting all tax and compliance requirements: Coordinate audit of financial statements and compliance with independent CPA firm and provide all necessary

information to complete the audit in a timely manner, coordinate annual 990 tax preparation and filings, estimated payments, and other Federal/State reporting and filings.

- Provide guidance and counsel in development of long-range plans involving strategy development, resource allocation, work plans, timelines and financial outcomes.
- Provide subject matter expertise and guidance regarding all finance related decisions.
- Oversee financial aspects of vendor negotiations, funding and related issues.
- Develop, document, implement and enforce accounting policies and procedures.
- Cash flow management including daily monitoring of bank activity and cash flow, fund payrolls, benefits and ensure timely payment of accounts payable, oversee collection of accounts/grants receivable and other revenue.
- Oversee disbursement activities, ensuring the accurate and timely processing of accounts payable, petty cash, employee expense reports, payroll processing and corporate payroll tax compliance.
- Record and track income and expenses related to all contracts, grants, and philanthropy.
- Produce financial reports for foundation and other funder grants; maintain shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts.
- Remain up to date on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Maintain all business filings and licenses.
- Generate financial reports on fundraising results (past trends, fundraising progress vs budget)
- Ensure that all aspects of financial operations are managed with the highest possible ethical standards and in compliance with all internal policies and external regulatory and statutory requirements.

### **Qualifications and Skills**

- Minimum of bachelor's degree in business, finance or related field, MBA or CPA preferred
- 7 to 10 years of experience in non-profit finance/ accounting
- 5+ years of experience in a senior finance position
- Expertise in FASB/nonprofit accounting principles, Single Audit standards, financial forecasting, financial data analysis
- Advanced skills in Excel, Word, PowerPoint, and other Office products
- Knowledge of Blackbaud Financial Edge accounting system a plus
- Outstanding interpersonal, organizational, writing, and presentation skills

### **Salary and Benefits**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available.

**Disclaimer**

This job description reflects the general nature and level of work anticipated in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Please submit cover letter and resume to:**

Takisha Keys

Director of Human Resources

E-mail: [tkeys@cvg.org](mailto:tkeys@cvg.org)