

**Position:** Director of Operations & Finance

**FLSA:** Exempt

**Status:** Full-Time, in-office.

**Location:** Washington, D.C.

**SCOPE OF WORK:**

Work involves performing fundamental budgeting, overseeing the organization's accounting functions, performing financial analysis and managing National Farmers Union's (NFU) approved operational policies and procedures. The Director also manages the routine functions of HR department including record keeping, the system enrollment of new hires, and the administration of the payroll system.

**REQUIRED DUTIES:**

- Oversee the timely preparation of regular financial reports and present the documents with the NFU President and senior management.
- Work with contracted financial service providers to effectively apply the theories and principles of generally accepted accounting standards to the organization's financial activity.
- Develop accounting and budgeting procedures to be used by department supervisors and oversee the completion of the annual budget.
- Ensure effective compliance with the outside audit team during the annual audit process and coordinate with the outside auditor to ensure the timely completion of the financial audit and tax forms.
- Oversee Federal Election Commission reports on a quarterly basis for NATFARMPAC and assist with lobby reporting.
- Prepare supplemental financial statements for strategic use by management and board of directors.
- Oversee the company credit card accounts, payroll process, 401(k) contributions and other employee record keeping.
- Maintain payroll, personnel records and accounting systems.
- May supervise technical and/or support staff and contractors.
- Assist with the financial management of Federal and private grants and cooperative agreements.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a major in accounting or a related subject and some supervisory experience. Individual should have a strong background in managing financial resources and be highly organized.

**SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED:**

- Excellent project and resource management skills.
- Excellent written and verbal communication skills.
- Proven success in designing, implementing, and monitoring project or organizational budgets.
- Excellent time management skills.
- Proven record of ability to proactively identify organizational needs, propose solutions, and obtain the necessary authorization to take appropriate action.
- Proficiency in Microsoft Office programs and cloud-based services.
- Proven ability to work with colleagues and increase their productivity.

## **WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS:**

This position routinely uses standard office equipment such as computers, laptops, and smartphones. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Prolonged periods of time using a computer.
- Ability to maintain concentration and work performance with frequent disruptions.
- Ability to lift up to 30 pounds of office supplies or materials.
- Ability to travel at various times throughout the year.
- While performing this job the employee is occasionally required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, talk or hear.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or physical requirements. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. A reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

## **APPLICATION INSTRUCTIONS:**

To apply, send a cover letter and resume to [employment@nfudc.org](mailto:employment@nfudc.org). Please include “**NFU Director of Operations & Finance**” in the subject line.

Applications must be submitted before November 22, 2023.