



# The Exodus Road®

## **Job Title: Senior Director of Finance**

The Exodus Road is seeking a seasoned Senior Director of Finance with 7+ years of nonprofit accounting experience to join our Business Administration team. This position reports to the Chief Operating Officer and will be responsible for leading, planning and controlling the overall accounting function to ensure transactions are recorded in compliance with GAAP, budgets are properly developed and implemented, and forecasts models gauge profitability to support the organization's mission.

**Job Location:** Colorado Springs, CO

\*This opening is not a remote position.

**Hours:** Full-time (40hrs/ week)

**Salary:** Competitive, commensurate with experience

**Hire Date:** Immediately

## **Job Summary:**

The Senior Director of Finance is responsible for providing the organization with sound financial guidance and advanced level accounting to maintain an accurate general ledger, keep detailed financial records, reconcile accounts, and develop reliable financial reports to present financial performance to leadership. The position will also provide structure around developing or improving processes, procedures, guidelines in support of internal controls working alongside the Director of Business Administration. The preferred candidate is passionate about nonprofit accounting, effectively communicates with all levels of the organization (domestically and internationally), and organizes their time efficiently to meet deadlines.

**Company Overview:** The Exodus Road (TER) envisions a world where victims of human trafficking are freed and those who enslave them are brought to justice. The Exodus Road accomplishes this vision by utilizing covert investigations teams to assist law enforcement in identifying victims, collecting evidence against traffickers, and advocating for police action. TER also engages in intentional training and after care programming to further combat human trafficking globally.

**Daily Responsibilities:** Day-to-day work will focus on preparing and posting journal entries, account reconciliations and resolving discrepancies and maintaining an accurate general ledger with supporting schedules. Ensure entries are accurate and entered into the accounting software in a timely manner so monthly and annual closes are not delayed. Effectively interprets financials to regularly advise leadership of the financial health of the organization in real time. This individual will be a highly organized problem solver that thinks strategically to operate the financials of the organization with integrity and foresight.

**Key Duties:**

Maintains all general ledger, financial reporting, budgeting and forecasting as a trusted financial advisor driven by business performance metrics to achieve key business objectives.

- Analyze financial records, transfers, deposits and expenditures to ensure they are recorded appropriately on a frequent basis in the appropriate GL accounts for the correct programs.
- Make all necessary monthly journal entries in order to maintain and balance general ledger, subsidiary ledgers, and trial balance.
- Fully understand the business financials and converts this information into presentations for leadership in real time.
- Lead the annual budget and quarterly forecast process by working closely with all levels of the organization. Develop and maintain the budget.
- Track and report on designated funds, grants and GIK.
- Review all invoices, check requests, and credit card receipts for appropriate documentation and approval prior to payment or expenditure
- Audit and process credit card bills, ensuring all credit card receipts are turned in on a timely basis and track down missing receipts.
- Performs the month and annual close of the accounting records. Record year end accruals (and other year-end adjustments).
- Work closely with independent auditors ensuring all audit issues are resolved, all compliance issues are met, and the preparation of the annual financial statements are completed in a timely manner.
- Assist in the preparation of schedules for 990 tax returns
- Perform monthly balance sheet account reconciliations. Analyze all other balance sheet accounts with clear work papers. Prepare monthly financial statements in a timely manner.
- Track fixed asset purchases, disposals, and depreciation, maintaining appropriate schedules and preparing and posting related journal entries.
- Cross-train others and learn others' duties.
- Immediately communicate any internal or external issues, problems, changes, suggestions, and failures.
- Research technical accounting and tax issues when needed.
- Assist with monitoring and maintaining internal control procedures.
- Maintain master forms

**Qualifications and Skills:**

- Bachelor's Degree in Accounting
- 7+ years of nonprofit accounting experience
- Highly proficient in nonprofit accounting tool, preferably QuickBooks
- Knowledge of office and productivity software (both Apple and Microsoft) sufficient to function smoothly in a highly technology-based environment (including but not limited to word processing, spreadsheet, database, email, and web-based applications)
- Strong written and verbal communication skills

- Strict attention to detail, highly organized and efficient
- Ability to work independently and with a team in a fast-paced environment with accuracy and timeliness
- Be a self-starter and look for ways to improve the organization's processes
- Strong problem-solving skills, accounting principles knowledge, research and resolution skills, data analysis and multi-tasking skills
- Must be able to simultaneously execute multiple assignments with quality and handle complex tasks
- Adheres to the highest ethical standards, demonstrates empathetic disposition and good judgment
- Dependability, humility, integrity, and strong commitment to TER's global vision
- A passion for TER's mission, an unyielding commitment to making the world a better place, and passionate about improving the lives of trafficked victims

***To Apply:***

- Please submit your resume and cover letter to [careers@theexodusroad.com](mailto:careers@theexodusroad.com).

*While this is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. The Exodus Road is an equal-opportunity employer and does not discriminate based on gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis. TER evaluates all candidates on a merit basis.*

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