

**Network of Schools of Public Policy, Affairs, and Administration**
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**NETWORK OF SCHOOLS OF PUBLIC POLICY, AFFAIRS, AND ADMINISTRATION**

**FINANCE AND HUMAN RESOURCES DIRECTOR**

**The Organization:**

NASPAA or the Network of Schools of Public Policy, Affairs, and Administration is the global standard in public service education.   NASPAA is a nonprofit 501(c)(3) membership association with over 300 institutional member schools at U.S. and non-U.S. universities that award degrees in public administration, public policy, public affairs, nonprofit and related fields.   NASPAA is the recognized global accreditor of master's degree programs in these fields.

**The Role:**

***Location:*** Washington, DC

***Reports to:*** Executive Director

As a leading member of the Senior Management Team, works closely with Department Directors, volunteer committees, the Executive Council and the Executive Committee.

**Overview:**

The Finance and HR Director has responsibility for defining the organization’s objectives, strategy, planning and operations with respect to the use of financial resources. This leader will:

* Oversee and supervise NASPAA’s financial management, cash and investment management, financial and donor reporting, accounting, auditing, budgeting, grants and contracts, and procurement functions.
* Ensure NASPAA’s compliance with the organization’s by-laws, policies and procedures, public and private donor regulations, and pertinent U.S. and overseas country laws and regulations.
* Will work collaboratively with the Executive Director and team members to automate currently manual processes (payroll, budgeting, time keeping).
* Acts as the Human Resources Director for the organization which entails maintaining employee records, onboarding of employees, benefits, payroll, and consulting with the management staff performance management. NASPAA has a staff of nine full-time employees, including the Finance and HR Director.

***Financial Management and Accounting***

* Direct cash flow, investments, assets management and ensure availability of funds.
* Ensure timeliness and accuracy of financial statements.
* Ensure legal and regulatory compliance regarding all financial functions.
* Ensure that all financial audits and tax returns are completed in a timely manner, that NASPAA quickly responds to all findings and questioned costs, and that necessary actions are taken throughout the year to ensure clean audits and the highest standards of financial accountability and reporting to management, donors and board.
* Oversee budget development, project cashflow planning, financial monitoring. Familiar with using risk assessment tools to help with budget planning.
* Work with external consultants to review, update, strengthen and develop policies and procedures for finance, accounting, auditing, grants and contracts, procurement, etc. Ensure that staff are trained in the use and application of all policies and procedures.
* Lead staff member for digitization and digitalization of NASPAA’s financial processes.
	+ - Work with staff and management team to devise regular system for analyzing and assessing monthly project progress and expenditures, including review of membership billings and payments, budgets and cash flows. He/she shall track outstanding membership dues and conference sponsorships, send reminders, and keep NASPAA staff informed regularly. The Finance Director shall meet with the Director of Membership Development, the Director of Conferences and Events, and the Chief Accreditation Officer at least twice a year to review budget items related to membership, conferences, and accreditation.
* Work in close coordination with the Executive Director to ensure preparation of high-quality financial reports for Executive Council, Executive Committee, and Finance Committee meetings on finance, budget, audit and other related issues.
	+ - The Finance Director will work with the Executive Director and Director of Membership Development to create appropriate discounts for small programs and/or programs in developing nations.

***Human Resources Responsibilities:***

* Developing and implementing NASPAA’s policies and programs
* Ensuring that all policies comply with legal regulations
* Overseeing all HR functions with support and collaboration from the Executive Director
* Directing change management and organizational development.
* Assist the Executive Director with the hiring process to ensure consistency.

***Benefits/Payroll Administration:***

* Evaluate and update NASPAA’s complete benefits plan.
* Work with Executive Director to negotiate benefits plan renewals to balance quality coverage with expenses for the agency and employees.
* Serve as the staff lead for all 401(k) administration responsibilities (in coordination with our third-party administrator).
* Ensure that payroll is processed accurately.

***Qualifications & Experience:***

* 10+ years of experience of increasing financial leadership responsibility, preferably in a nonprofit organization with an annual operating budget of at least $10 million.
* Familiarity and experience with financial and administrative practices at colleges/universities and other higher education institutions.
* Strong analytic capabilities, especially in financial management, contracting and procurement.
* Demonstrated ability to develop and manage complex systems and projects and build/lead/motivate high performing teams to implement them with a staff of diverse backgrounds, skills and technical ability.
* Experience with budgeting, finance, and accounting software packages and Microsoft Office Suite would be ideal.
* In-depth knowledge of labor laws and HR practices
* Demonstrated commitment to diversity and inclusion as well as an understanding of the contributions a diverse workforce brings to the workplace.
* Supervisory experience
* Demonstrated organizational leadership and decision-making capability at a senior management level in a collaborative manner.
* Demonstrated ability to exercise sound judgment and maintain confidentiality when dealing with sensitive matters. Experience with employee relations.

***Key Characteristics:***

* A passion for breaking new ground to lead change and organizational best practice.
* Strong morals, ethics, and sound judgement
* Capacity to work independently, prioritizing workflow to meet deadlines while paying exceptionally close attention to details, adding value to management and program systems in a growing, globally-focused nonprofit.
* Entrepreneurial orientation; able to move smoothly into a number of different areas to ensure that timely actions are being completed, helping peers think through options and alternatives, while quickly and collaboratively helping to resolve problems.
* A “hands-on” problem solver and detailed data analyst.
* Strong service orientation and ability to develop systems and procedures that support program managers, nurture a positive, collegial working environment and generate creativity and innovation in grant applications, development projects and responses to urgent needs.
* Excellent verbal, written and interpersonal communication skills, able to make clear concise presentation. Possessing the ability to listen to others is extremely important.
* Demonstrated ability to mentor and manage in highly collegial manner across entire organization as well as externally; strong interpersonal skills, works effectively and builds consensus with a variety of stakeholders.
* Exceptional work ethic, well-focused; constructive, positive, “can-do” attitude.
* Highest integrity, diplomatic and analytical, with exceptionally mature judgment.

***Education:***

* Bachelor’s degree in public or business administration, human resource management, finance, accounting, or related field. Master’s degree preferred. CPA desired. HR certifications: PHR, SHRM desired.

***Salary/Benefits:***

* Salary will be commensurate with experience as well as a comprehensive benefits package.

***To Apply: Please send the following documents to: HR@NASPAA.org.***

* Cover letter
* Resume

All attachments should be in Word or PDF form. No phone calls, please.

This position will remain posted until filled.

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*NASPAA is an Equal Opportunity Employer. NASPAA provides equal opportunity to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status and other such factors in accordance with US state and federal laws. NASPAA actively seeks diverse candidates for this role.*

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