



Job Title: Finance Director

Organization: Junior Achievement of Memphis and the Mid-South

Location: Memphis, TN

Position Type: Full-Time

About Us: Junior Achievement of Memphis and the Mid-South purpose is to inspire and prepare young people to succeed in a global economy. Our office is projected to reach 25,000 students this program year in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college. Our commitment to making a positive difference in the lives of students in our community drives everything we do as we live by our vision: EVERY CHILD. WORLD READY.

We are seeking a highly skilled and experienced Finance Director to join our team and help us manage our financial operations efficiently, transparently, and in compliance with IRS regulations and other legal requirements.

Job Summary: The Finance Director will play a pivotal role in the financial management of Junior Achievement of Memphis and the Mid-South. Reporting directly to the Chief Operating Officer (COO), the Finance Director will be responsible for overseeing all financial activities, including budgeting, accounting, financial reporting, compliance with IRS regulations, internal controls, accounts receivables, accounts payables, and other legal compliance matters. This position requires strong financial acumen, leadership skills, and a deep commitment to the organization's mission. Additionally, the Finance Director will be expected to perform other duties as assigned by the COO.

Key Responsibilities:

- **Financial Leadership:** Provide strategic financial leadership, collaborating with senior management to make informed financial decisions in line with the organization's mission and goals.
- **Budgeting and Forecasting:** Develop and manage annual budgets, forecasts, and financial plans, ensuring alignment with programmatic goals.
- **Financial Reporting:** Prepare accurate and timely financial statements, reports, and dashboards for management, the board of directors, and external stakeholders.
- **Audit and Compliance:** Coordinate and manage annual financial audits, ensuring compliance with relevant IRS regulations and other legal reporting requirements.
- **IRS Compliance:** Stay updated on IRS regulations and ensure the organization's tax-exempt status is maintained. File IRS Form 990 and other required documents accurately and on time.
- **Cash Flow Management:** Oversee cash flow planning, monitoring, and forecasting, optimizing the use of funds for programmatic initiatives.
- **Grants and Funding:** Manage grant compliance, reporting, and financial tracking for grants, donations, and other funding sources, ensuring compliance with IRS rules.
- **Accounts Receivables:** Supervise the accounts receivables process, including invoicing, monitoring outstanding balances, and ensuring timely collections.
- **Accounts Payables:** Manage accounts payables, ensuring accurate and timely processing of vendor invoices, expense reimbursements, and payments.
- **Financial Policies and Procedures:** Establish and maintain financial policies, procedures, and internal controls to safeguard assets and maintain the integrity of financial data, while also ensuring compliance with applicable laws and regulations.
- **Legal Compliance:** Ensure the organization complies with all relevant laws and regulations, including those governing non-profit organizations.
- **Team Leadership:** Lead and mentor the Junior Achievement staff to foster a collaborative and high-performance culture as it pertains to all financial functions.
- **Risk Management:** Identify and mitigate financial and legal risks and recommend strategies for financial sustainability.
- **Technology and Systems:** Evaluate and implement financial systems and technology to streamline financial operations and reporting.
- **Donor Relations:** Collaborate with the development team to provide financial information to donors and grantors as needed.

- **Other Duties as Assigned:** Perform additional tasks and responsibilities as directed by the COO to support the organization's financial and operational needs.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field; CPA or relevant certification preferred.
- Minimum of 5 years of experience in financial management.
- Non-profit financial management experience strongly preferred.
- Proficiency in accounting software and financial management systems.
- Strong knowledge of financial reporting standards, IRS regulations, and compliance requirements for non-profits.
- Excellent communication, leadership, and interpersonal skills.
- Commitment to the mission and values of Junior Achievement of Memphis and the Mid-South.

How to Apply: Interested candidates should submit a resume, cover letter, and references to Steve French: sfrench@jamemphis.org .

Please include "Finance Director Application - [Your Name]" in the subject line.

Junior Achievement of Memphis and the Mid-South is an equal opportunity employer. We encourage candidates of all backgrounds to apply.

Junior Achievement of Memphis and the Mid-South thanks all applicants for their interest. However, only those selected for an interview will be contacted.