



Deputy Director of Finance

Job Description

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education.

Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position

The Hunt Institute is seeking a Deputy Director of Finance that will support the day-to-day functions of the Finance & Operations team. This position in conjunction with the Director of Finance will be responsible for all month end closing and program budgets within the agency. The position will report to the Director of Finance and is based out of The Hunt Institute's office in Cary, North Carolina.

Responsibilities

- Plans, directs, reviews, and supervises a variety of financial activities, including general accounting, claims and disbursements, debt services, payroll services, budget accounting, and property inventory control.
- In partnership with Finance and Operations (F&O) staff provide oversight of all financial processes, including complete oversight over of the month end closing process to ensure closing by 15th day of the next month.
- Run all monthly reports in compliance with non-profit reporting requirements, including reports for department directors, funders, senior leadership, and board of directors as needed.
- Lead monthly finance meetings with content teams to help them understand their P&L, department level grants, and spending allocations
- Run P&L statements for all project budgets, monitor adherence to budget, update running budget estimates, and meet with Senior Director of Finance & Operations (SDFO) monthly to discuss any variances/concerns.
- Recommend division goals and objectives; assists in the development and implementation of policies and procedures for accounting methods, treasury management and internal controls.
- Participates in the preparation and administration of the division's annual budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, supplies and administers the approved budget.

- Reviews cost allocation and indirect process for grant billing in accordance with current Federal and State regulations.
- Assist the Director of Finance (DOF) with the coordination and preparation of audit workpapers.
- Entry of all approved Program Budgets into QuickBooks and posting all agency journal entries before month end close.
- Provide support to the SDFO and DOF in monitoring and tracking expenditures by grant and compiling actuals for interim and final reports.
- Prepare monthly reconciliations of request Balance Sheet accounts as defined by SDFO
- Revamp the coding structure within QuickBooks to allow for better efficiencies with internal and external reporting.
- Review and evaluate the efficiencies and effectiveness of current QuickBooks desktop transition to QuickBooks online. Host RFP process if other financial software packages are considered.
- In partnership with the SDFO, implement guidelines and strategies for spenddown of grant fund to ensure compliance with grant deliverables.
- Serve as backup for bi-monthly Payroll and weekly Accounts Payable processing.
- Provide support and assistance to Finance Analyst, Vice President, Grants Management team, and individual project leads.
- Support preparation of preliminary grant budgets in support of concept papers, grant reports, RFP's and all other proposals for suite of 50+ agency grants.
- Support F&O team by providing any requested materials for annual audit and tax return preparation including schedules and accompanying forms.
- Monitor and oversee system for tracking refundable state sales tax to ensure a timely submission of bi-annual refund request as prepared by Accounting and Payroll Specialist (APS).
- Aid Finance & Operations team as requested by Senior Director of Finance and Operations.
- Other duties as assigned.

Qualifications

- Commitment to the mission and vision of The Hunt Institute, alongside a passion for challenging entrenched systems of educational inequity towards the bettering of public education for all children.
- Strong knowledge of Generally accepted accounting principles, including GAAP related to the public sector financial administration.
- Awareness of principles and practices of governmental budgeting.
- Government accounting standards board standards and recommended practices preferred.
- Advanced budgeting procedures and techniques.
- Advanced principles, theories, and procedures of accounting and internal accounting controls.
- Principles and methods of statistical analysis.
- Modern office procedures, methods, and technology.
- Openness, accessibility, kindness, flexibility, and a sense of humor.
- Ability to handle multiple assignments and meet deadlines.
- Ability to pay attention to accuracy and detail while thinking broadly.
- Bachelor's degree is required.
- 5-7 years of relevant experience in finance/accounting, preferably in a nonprofit setting.
- Principles and practices of governmental budgeting.

Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$85,000 - \$93,465.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

To apply:

Please submit cover letter, along with a résumé or CV to applicant@hunt-institute.org with the subject line "Last Name – Deputy Director of Finance." No phone calls, please. **Priority will be given to applicants who apply by October 5, 2022.**