

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Director of Financial Operations
DIVISION/OFFICE: Office of Finance
BULLETIN No: 1262021
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: June 17, 2021
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Oversee accounts payable, accounts receivable, payroll, procurement, grants management and general accounting processes and staff. Maintain and monitor cash flow to ensure UPO is maximizing the timing of cash inflows and cash outflows, while investing excess cash appropriately. Maintain control of all UPO revenues, receivables, and disbursements, including proper accounting for revenues based on new accounting standards. Develop, implement, and monitor internal controls. Interact effectively with UPO’s executive team, directors, managers, and other staff within the organization, and the participating agencies/granting organizations.

BRIEF DESCRIPTION:

Responsible for the supervision of accounts payable, accounts receivable, payroll, procurement, general accounting and grants management staff. Oversee and ensure timely and accurate monthly and annual general ledger closings for UPO and its affiliates. Review fiscal monitoring reports, financial and OMB A-133 audit reports of sub-grantees and communicate findings and request corrective actions when applicable. Review all deposits and withdrawal transactions to provide accurate statements of cash balances. Determine cash balances, project cash needs and execute transfers from bank accounts as authorized to maintain adequate cash operating funds. Monitor daily cash flow and prepare daily cash report for VP Finance/CFO’s review. Investigate and resolve vendor complaints and late payments to vendors, if elevated. Review bi-weekly payroll before release/submission. Ensure the maintenance of a fair and timely procurement process in compliance with UPO’s policy and procedures, and federal and state regulations. Provide the necessary staff leadership, supervision and technical guidance to subordinates in developing, coordinating, and executing internal control policies and procedures. Monitor and enforce the proper implementation of new and established internal control policies and procedures. Supervise the preparation of applicable audit schedules for external auditors and review/approve. Guide and monitor proper reconciliation between grant billing office and programs. Execute the draw-down of funds from the federal payment management system in accordance with UPO’s procedures Prepare and/or review quarterly cash transaction reports and semi-annual financial status reports for federal grants.

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MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting/finance. Seven (7) years of experience in accounting and three (3) years in a similar position with a 501(c)3 non-profit organization. General knowledge of the OMB Circulars and a general knowledge of government contracting requirements and funding procedures. Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Possess at least 4 years of progressive supervisory experience.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

DESIRED QUALIFICATIONS:

CPA highly desired and bachelor's degree in accounting/finance. Ten (10) years of progressive professional experience in accounting and four (4) or more years in a similar position within a non-profit organization and at least six (6) years of supervisory experience. Procurement experience in a similar organization; Working knowledge of Microsoft Dynamics SL.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

ALL VISITORS TO UPO FACILITIES

**Must Wear a Mask While on UPO Premises;
Must Practice Social Distancing; and,
Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position:

Submit your cover letter and resume to upojobs@upo.org