

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, Financial Planning and Analysis
DIVISION/OFFICE: Office of Finance
BULLETIN No: 0262022
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: June 1, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Leads the Financial Analysis Team in assisting Program Staff with developing, understanding and managing UPO’s financial obligations to the funder(s) of each UPO program area. This includes budget development; periodic variance analyses; the development and monitoring of key performance indicators; as well as the review and monitoring of compliance requirements set forth in funding-related Agreements.

BRIEF DESCRIPTION:

This position is at the second management level within the Finance and Accounting Department of UPO. The Director supports the Chief Financial Officer in developing and implementing the financial strategic and operational goals for UPO. The Director will establish and report the organization’s financial status compared to its budgeted expectations. The Director will do this by establishing and monitoring systems that collect, analyze and verify financial information. The Director is also responsible to oversee all of the activities ascribed to the financial planning and analysis staff. As a member of the management team, the Director will be an advisor to department heads, assisting them with their financial plans and economic modeling. The Director will lead, coordinate and participate in the design, testing, implementation and review of complex manual and automated financial analyses, transactional accounting treatment and the development of processes improvements. S/he will monitor, record and be fully responsible to understand the deliverables outlined in each revenue-generating Agreement (whether by grant or by contract); develop a tenable Compliance Calendar; provide monthly analyses on all revenue streams (especially grant-related income); and will deliver regular reports to the CFO and senior managers for decision-making on financial matters.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Finance, Accounting, or Economics; Master’s in accounting or MBA preferred. A minimum of five (5) years current experience in the following functional areas: finance, accounting, auditing, internal controls; preferably in a not-for-profit environment. It is desired that the successful candidate possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA) Ability to prioritize, negotiate and work with a variety of internal and external stakeholders. Possess good stewardship in the interests of the organization. Able to manage shifting short-term and long-term priorities at the same time. Excellent

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project management skills with the ability to manage multi-phased projects with precision and flexibility. Possess demonstrated business acumen, proven negotiation skills, creative problem solving and excellent interpersonal, communication skills. Must be able to work in a fast-paced environment with demanding deadlines, potential long hours, and ability to work weekends during peak seasons while exercising tact and diplomacy. Must be able to travel as necessary. Creativity and experience in funding activities that cover costs and generate operating margins are highly desirable.

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

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.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

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 the Career Center Online [Apply Here](#)