



**National Association of State Workforce Agencies (NASWA)  
Center for Employment Security Education and Research (CESER)**

**Director of Finance**

**Background on NASWA**

The National Association of State Workforce Agencies (NASWA) is the national organization representing all 50 state workforce agencies, D.C. and U.S. territories. These agencies deliver training, employment, career, and business services, in addition to administering the unemployment insurance, veteran reemployment, and labor market information programs. NASWA provides policy expertise, shares promising state practices, and promotes state innovation and leadership in workforce development.

**Background on CESER**

The Center for Employment Security Education and Research (CESER) is the leading education, research and information technology center focused on workforce development and unemployment insurance issues offering services to a diverse group of stakeholders, most notably state workforce agencies and their federal partners.

**Brief Overview of Position**

The NASWA Director of Finance will have direct responsibility of the accounting, finance, budgeting, and contract administration operations and staff for NASWA and CESER. This position manages the work of other internal accounting and contract oversight professionals and reports to the NASWA Integrity Center Director.

The Director of Finance must have a demonstrated understanding of accounting, finance, and budgeting principles applicable to non-profit organizations as well as a working knowledge of grant accounting, indirect cost rate calculations and their application to federal awards, and must have an understanding of the Cost Principles of Uniform Guidance 2 CFR 200.

The NASWA Director of Finance will regularly work with NASWA management and staff as well as a variety of stakeholders, including NASWA's Board of Directors, and must understand the importance of these relationships. S/he must also have the ability to develop collaborative partnerships with all stakeholders.

Candidate must be comfortable working on and with virtual teams.

### **Roles and Responsibilities**

The day-to-day duties include the oversight of staff and the execution of daily, weekly, monthly, and annual processes for accounting, cash flow, budgeting and reporting processes and procedures.

- Develop and implement improvements in routine daily/monthly/annual accounting operations;
- Develop and implement improvements in the month end closing processes and procedures;
- Develop and implement processes and procedures for tracking and reporting expenses for contractors, including indirect cost charging;
- Develop and implement contract administration process and procedures;
- Ensure timely payments to all vendors and contractors in accordance with individual contract terms and conditions;
- Direct responsibility for cash flow operations;
- Develop and implement an annual association budget that is inclusive of all funding sources and projects;
- Develop routine budget reports that allow for effective oversight of project expenses;
- Oversee the completion of the annual third-party audit;
- Responsible for the annual indirect cost rate process including the creation, submission, approval, and correct charging and application of annual indirect cost rates;
- Provide budget and expense information as required to the NASWA Board of Directors
- Ensure compliance with the Cost Principles of 2 CFR 200 as appropriate.

### **Competencies**

- Demonstrated ability to develop effective accounting, budget, and contract administration processes and procedures and oversee the effective and consistent staff execution of the same;
- Demonstrated knowledge of budgeting principles including the creation and monitoring of monthly expenses to the established budget;
- Proficient in translating financial data into useful information for managers at all levels;
- Knowledge of Fund Accounting principles;
- Familiarity with governmental reporting requirements and systems;
- Knowledge of the Cost Principles of 2 CFR 200
- Knowledge of Indirect Cost calculation and application to federal awards;
- Ability to develop cost allocation plans;
- Demonstrated ability to lead staff and foster operational improvement;
- Demonstrated ability to work autonomously in leading staff and working toward achieving required outcomes;
- Knowledge of the SAGE accounting platform is desirable;



- Proficient with Microsoft Office suite;
- Proven successful ability to build and maintain relationships with stakeholders at all levels of an organization;
- Excellent communication, presentation, facilitation, listening, and public speaking skills;
- Willingness and ability to travel, including regular trips to Washington D.C. if not based there;
- Demonstrable organizational skills, including attention to detail and multi-tasking skills;
- Must be punctual, reliable, responsible, composed, honest, ethical, tolerant of differences, flexible; and
- Effective time and task management skills.

### **Experience Required**

- 8+ years leading budget, finance, and accounting operations for governmental and/or non-profit organizations that administer federal funds.

### **Education (including credentials, certificates, etc.)**

- Bachelor's degree in relevant field and
- CPA desirable

### **Job Details**

Location: The position can be a remote/telework position.

Title: NASWA Finance Director

Report to: NASWA Integrity Center Director

Term: Full-Time

Salary Range: \$110,000-\$140,000 commensurate with experience

Travel Requirements: Regular travel to DC and various states and NASWA meetings

How to Apply: Submit cover letter and resume by March 20, 2020 to: [HR@NASWA.org](mailto:HR@NASWA.org)

NASWA is an equal opportunity employer. NASWA does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, marital status, military status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation or any other characteristic protected by federal or District of Columbia law.