NEXT for AUTISM
Director, Finance & Administration

Organization:

NEXT for AUTISM transforms the national landscape of services for people with autism by strategically designing, launching, and supporting innovative programs. We believe that individuals with autism deserve to live fulfilling, productive lives, supported by excellent services and connected to their communities.

While many organizations engage in advocacy or fund scientific research, NEXT for AUTISM addresses the needs of people with autism and their families across the country, right now. We create and support exceptional educational, clinical, and vocational programs, all cutting-edge, all with an eye toward affecting fundamental shifts in current approaches to autism services. NEXT for AUTISM has built a portfolio of programs with respected service organizations, medical centers, universities, and other educational institutions. Each new initiative is aligned with the corresponding life stage of individuals living and growing with the disorder. Each incorporates best practices and state-of-the-art interventions. The autism community is very diverse and represents families and individuals with often highly different experiences. Our challenge and goal have always been to find a common purpose while understanding and respecting each perspective.

With a recent focus on autistic adults, NEXT for AUTISM is looking for a Director, Finance & Administration to support and contribute to the expansion of our current strategic initiatives, the launch of new initiatives, and the continued strengthening of our financial position and sustainability.

Position Location: Tri-State Area, Remote

Reports to: Chief Executive Officer
Job Summary:
The Director, Finance & Administration will be a hands-on and participative manager supporting finance, business planning and budgeting, human resources, administration, and IT.

The Director, Finance & Administration will play a critical role in supporting strategic decision-making and operations as NEXT continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities:
- **Financial Management**
  - Collaborate with and manage outside accountants to:
    - Manage monthly, quarterly and annual close including timely recording of all revenue and expensesand reconciliation of bank accounts.
    - Prepare audit schedules as requested by NEXT's outside auditors
    - Prepare annual 1099 filing
  - Analyze and present financial reports in an accurate and timely manner, clearly communicate monthly and annual financial results and statements, and oversee all financial, project/program and grant accounting.
  - Create Dashboards, reporting tools and management processes that give leadership and budget owners clear, timely visibility into organizational and program-level financial performance.

- **Forecasting & Budgeting**
  - Manage organizational cash flow and forecasting; ensure that financial data and cash flow are steady and support operational requirements.
  - Coordinate and manage annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
  - Research, recommend, and, if approved, implement a solution for modernizing the forecasting and budgeting process that will integrate with QuickBooks.
- Prepare financial reports for and present to the Finance Committee and the Board of Directors, includingmonthly and year-to-date results vs budget and cashflow analysis.
- Coordinate and manage the annual audit process, liaise with external auditors and the Audit Committee of the Board of Directors; assess any necessary changes.
- Update and implement business policies and accounting practices, as necessary, including updating and maintaining the organization's accounting manual.
- Engage as an active member of NEXT for AUTISM's staff, collaborating across teams to ensure NEXT for AUTISM's mission is successfully achieved.
- Suggest opportunities for efficiencies without compromising controls.
- Ad hoc projects and other duties as assigned.

- **Human Resources, Technology and Administration**
  - Act as the primary internal liaison with NEXT's external PEO support team. Submit payroll, relay employee changes, evaluate and make recommendations on annual health insurance renewals, and maintain accurate internal personnel records.
  - Collaborate with Sr. Associate Office Administration to:
    - Review and submit annual renewals for state registrations for charitable solicitations
    - Review and code monthly AMEX statements for booking by outside accountants
    - Ensure that on-boarding and off-boarding processes are appropriate, consistent and streamlined.
    - Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
    - Oversee administrative functions to ensure efficient and consistent operations as the organization scales
  - Work closely and transparently with all external partners including third-party vendors and consultants.

Qualifications:

- BS with a major in accounting; MBA preferred
- CPA
- At least 7-10 years of overall professional experience; non-profit accounting a plus.
- Minimum of 4 years of broad financial and operations management experience.
- Comprehensive working knowledge of program planning, organizational structure, budgeting, and administrative operations.
- Experience identifying opportunities for efficiencies and automation and implementing solutions.

Skills and Abilities:

- Ability to successfully navigate in a fast-paced, outcomes-driven, and entrepreneurial environment.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Excellent communication skills, both written and oral.
- Strong relationship builder with the ability to find common ground, build consensus and strengthen collaboration among diverse stakeholders.
- Strong community awareness and astuteness.
- Excellent computer skills, including knowledge of Microsoft Office and Teams, Asana, Adobe, Excel, Word,and PowerPoint.
- Comprehensive experience using AI for Finance and Accounting
- Knowledge of accounting and reporting software, working knowledge of QuickBooks required
- The ideal candidate had final responsibility for the quality and content of all financial data, reporting and audit coordination, and has preferably overseen a human resources function.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

NEXT for AUTISM is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, physical and mental ability, age, or veteran status. NEXT for AUTISM is also committed to compliance with all fair employment practices regarding citizenship and immigration status.
For more information, visit **NEXTforAUTISM.org**

Please send a cover letter and resume to **info@nextforautism.org**. Resumes sent without cover letters will not be considered. *No calls please.*