



# Director of Finance

## Grounded Solutions Network

Remote

Salary: \$100,000 - \$130,000

## BACKGROUND

### About Us

Grounded Solutions Network is a national affordable housing focused nonprofit dedicated to shaping communities to be equitable, inclusive and filled with opportunity for all. Where we live matters. Housing determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools, resources and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Grounded Solutions Network is committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity as both a process and outcome. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

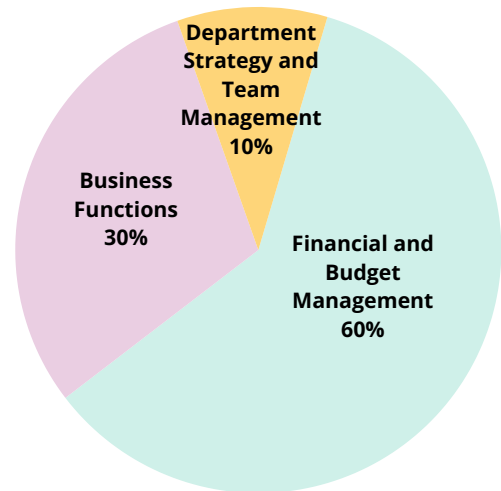
### The Position

The Director of Finance has primary responsibility for the overall financial strategy, management, and oversight needed to support strategic objectives. They will be a hands-on leader and will oversee an internal team and consultants (including outside accountants) to support the following areas: annual budgeting and financial planning, annual audit, banking, financial reporting, cash flow projections, business support and analysis, grants management, invoicing, and general accounting functions. They are responsible for managing the Finance Department, including budgeting, work planning, and resource allocation. They will liaise with Executive Leadership and department directors to help them understand current financial position and future forecasting, as well as overseeing financial and accounting systems within the organization in compliance with non-profit accounting practices. Grounded Solutions currently has an operating budget of \$8.5M and 36 FTE.

The Director of Finance will work closely with the Chief Operating Officer and Executive Leadership in providing financial oversight for the entire organization. In addition, they will serve as a thought partner to the Innovative Finance team and support financial reporting for Grounded Solutions' wholly owned subsidiaries. They are committed to advancing racial equity and helping the organization advance this goal throughout its organizational culture and work. They actively participate in or lead team and employee meetings, retreats, or initiatives, help create opportunities to improve efficiencies, and encourage creativity, innovation, collaboration, and problem solving throughout the organization.

### Financial and Budget Management (60%)

- Oversee and lead annual budgeting and long-term financial planning process in conjunction with the COO
- Lead the annual audit process, liaise with external auditors and the audit committee of the Board of Directors; assess any changes necessary.
- Administer and review all financial plans and budgets; monitor progress and changes and keep executive leadership and department leaders abreast of the organization's financial status.
- Partner with department leaders on monthly and quarterly financial statements and establish and oversee a robust financial management and reporting system.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project/program and grants accounting.
- Generate and analyze reports on cash flow projections.
- Manage outside accountants; review monthly reports.
- Lead and oversee accounting functions for the entire organization, including accounts receivables and payables.
- Partner with COO in working with the board under finance, audit, and investment committees on organization financials and projections.



### Business Functions (30%)

- Provide strategic analysis and guidance and produce reports across financial planning, cash flow, forecasting, variance analysis and reporting for entire organization and at the departmental level.
- Maintain and practice compliance with financial management procedures for both Grounded Solutions and its LLCs.
- Review fee-for-service proposal budgets and grant budgets; maintain and update templates; analyze profitability of engagements.
- Update and implement all necessary business policies and accounting practices; maintain and update as necessary the organization's overall financial policies and procedures; train staff as necessary.
- Continue to build and improve financial processes for Grounded Solutions and its LLCs.
- Maintain banking, accounting, and auditor relationships and partner with Director of Operations on compliance.

### Department Strategy and Team Management (10%)

- Oversee departmental planning, including Finance department's overall budget and team goals.
- Mentor and manage an Accounting Associate and any future members of the Finance team.
- Act as thought partner to department heads and Executive Leadership Team across areas of collaboration and support.

## THE IDEAL CANDIDATE

### Qualifications for Entry into this Position

- 8+ years of experience in finance or accounting, including 2+ years in a senior leadership role.
- Familiarity with GAAP and non-profit accounting functions and processes.
- Experience with audit, legal compliance, and budget development.
- Experience in building or improving accounting and finance infrastructure.
- Proven effectiveness managing others, leading a team, and supporting employees' professional development.
- Excellent verbal and written skills in communicating key data to all levels, including presentations to senior management, the Board or other outside partners, influencers, and clients.
- Strategic thinker: Success seeing beyond the numbers, identifying trends and new possibilities.
- Excellent interpersonal and team skills, collegial and developmental orientation.
- Resourcefulness and good judgment.
- Ability to multi-task while maintaining vigilant attention to details.
- Integrity/ethics beyond reproach.
- Experience using Concur, Bill.com, and other similar accounting platforms are a plus.

## COMPENSATION AND BENEFITS

### Starting Salary Range

\$100,000 to \$130,000 annually, commensurate with experience.

### Benefits

Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off. Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice. Opportunities for professional growth and development.

## TRAVEL AND LOCATION

### Travel Required

Up to 4 trips per year of domestic out-of-state, as needed to attend conferences and company meetings.

### Location

Remote position in the contiguous United States and must have direct, local access to a major airport.

**Sterling Nelson**  
Talent Consultant  
[snelson@drgtalent.com](mailto:snelson@drgtalent.com)

**Omar Lopez**  
Principal  
[olopez@drgtalent.com](mailto:olopez@drgtalent.com)

**Chasity Nickleson**  
Associate Talent Consultant  
[cnickleson@drgtalent.com](mailto:cnickleson@drgtalent.com)

[Submit an application](#)

