



BRIDGES

FOR THE DEAF AND HARD OF HEARING

FINANCE DIRECTOR

The mission of Bridges for the Deaf and Hard of Hearing is to build access, equity, and inclusion in partnership with the D/deaf, Deaf-Blind, and Hard of Hearing communities through advocacy, education, empowerment, and effective communication. We envision a world without barriers in which potential is unlimited and self-realization is possible. That's been our commitment for 95 years, and we are as dedicated to this purpose today as we were in 1927. We currently serve Middle and West Tennessee, northern Alabama, southern Kentucky, and parts of Mississippi and Arkansas.

Position

Reporting to the Chief Executive Officer (CEO), the Finance Director has a broad range of financial responsibilities, serving as a key advisor and support in day-to-day operations and decision making. This position is responsible for all invoicing for our ASL interpreting program, all payments to vendors/contractors, etc., payroll (outsourced), audit preparation and coordination, monthly financial reporting, program financial reporting, grants billing and compliance, and other reporting as requested. The Finance Director will work closely with the CEO, the Vice President of Interpreting Services, and the Director of Development on key functions/needs and will communicate with customers, clients, and other staff.

Responsibilities

- Manage accounting staff on accounts, ledgers, and reporting systems ensuring compliance with GAAP standards, regulatory requirements, and rules for non-profits
- Coordinate annual audit and 990 processes, serving as the principal liaison to the external auditor
- Supervise grants administration, accounting and budgeting
- Process payroll, invoices, and payments
- Provide advice and counsel regarding financial issues and controls to the president & CEO and senior leadership team

- Oversees organization general ledger and budget management functions, including preparation of the annual budget
- Prepare monthly and annual financial statements for review, (including explanations for variance analysis) and prepares cash flow analysis
- Provides financial reports and analysis to the President & CEO
- Maintains compliance with accounting standards, government regulations, and tax laws
- Develops procedures and systems for use in ensuring financial control and availability of data for analysis
- Assists, as assigned by management, with the organization's disaster response efforts
- Performs other duties as assigned by the Senior Vice President of Finance
- Other tasks as requested

Qualifications

- Accounting or related degree required, CPA preferred
- Nonprofit experience required
- Minimum of five years of progressive financial management and supervisory experience
- Computer literate and ability to learn accounting software and databases
- Knowledge of Quickbooks
- Excellent communication skills, both written and signed/spoken; ability to influence and engage a wide range of stakeholders and to build long-term relationships
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical decisions and program delivery
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- High energy and passion for BridgesDHH's mission is essential
- Strong organizational and time management skills with exceptional attention to detail
- Client focus, heart for service, strong work ethic, highly-developed sense of responsibility and accountability, self-motivated, sense of humor, agility and flexibility, open learner, enjoys challenges, grit, empathetic, compassionate
- Conversational fluency in ASL (would love to have); willingness to learn required

Physical Requirements

With or without reasonable accommodation, employees in this position must be able to sit and type at a computer terminal for up to 8 hours per day with appropriate breaks and perform tasks that require fine dexterity and repetitive motions using the arms, hands, wrists and fingers. Further details of established essential functions for this position will be addressed/discussed during the interview process.

Bridges for the Deaf and Hard of Hearing is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally-protected characteristic or status.