



1421 PRINCE ST, STE 350 • ALEXANDRIA, VA 22314
703-746-9919 • MONTESSORI@AMIUSA.ORG • AMIUSA.ORG

AMI/USA DIRECTOR OF FINANCE POSITION DESCRIPTION

Job Title: Director of Finance

Job Type: Full Time - Exempt

Job Location: Alexandria, VA

Summary

Association Montessori International USA (AMI/USA) seeks an experienced Director of Finance (DF) to join our leadership team. This is a hands-on role that performs and oversees the organization's financial activities including accounting, reporting, analysis, planning and human resource management. The DF is responsible for developing and maintaining effective financial systems that support the organization's mission and objectives.

The DF reports to and works closely with the Executive Director (ED), collaborates regularly with a cohesive team of Program Directors, contributes to Finance Committee (FC) and Board finance discussions, and interfaces with members, donors, partners and other constituents.

The ideal candidate will have 5-10 years of related experience, preferably within a non-profit environment.

Essential Duties

- Provide overall management of accounting operations including A/R, A/P, GL, inventory, payroll, reconciliations, gift and grant accounting, and closing processes, ensuring compliance with GAAP and regulatory requirements.
- Ensure appropriate internal policies, practices, procedures and controls, for all financial transactions and reporting.
- Manage cash and credit accounts and associated service-provider relationships.
- Reporting – Prepare and present accurate and timely financial statements, budget reports, financial projections, and cash flow analysis.
- Prepare for and coordinate the annual financial audit and federal and state returns, working with external auditor.
- Develop annual organizational budgets and forecasts – monitor and make recommendations for adjustments throughout the year.
- Regularly assess and evaluate financial performance of various programs with respect to organizational goals, budgets and forecasts and provide analysis to Program Directors and ED.
- Oversee the administration of health insurance, retirement plans and other benefits, engaging outside vendors as appropriate. Provide guidance on HR best practices, laws, regulations and processes.
- Ensure that all functions are conducted in compliance with local, state, and federal government regulations and manage all associated reporting requirements and tax filings; assess business insurance needs and execute contracts to ensure adequate coverage relative to the organization's risk profile and needs.



- Work with IT contractors to maintain, develop and implement technology systems that provide appropriate financial and operational efficiencies;
- Attend and participate in meetings, events and trainings as required.
- Ensure confidentiality and integrity of all proprietary information.
- Have or develop an understanding of the AMI Montessori philosophy and the AMI/USA mission.
- Perform other related duties as requested by ED.

Education and Experience Requirements

- Bachelor's Degree in Accounting, Finance or related field.
- In-depth knowledge of organizational finance, accounting principles, and best practices.
- Proven, successful experience in a related role for an organization or significant department/program. Non-profit organization experience is preferred.
- Solid working knowledge and experience with information systems, internet, office/accounting software platforms, and related tools and technologies, with demonstrated proficiency in Microsoft Excel and QuickBooks (online.)

Personal Skill Requirements

- Self-directed and self-motivated with strong attention to detail.
- Ability to operate at both strategic and tactical levels with keen analytical and problem-solving skills
- Process-oriented and efficient in creating and maintaining systems to create high quality work.
- Communicates effectively in both verbal and written form, and in presenting complex information.
- Exhibits a manner that is professional, ethical, respectful and graceful
- Ability to work collaboratively in a team environment, be accountable, invite suggestions, ask for support when needed, and provide support to others, all with a dedication to overall organizational success.
- Strong understanding of and commitment to diversity, equity, and inclusion and an interest in applying those principles in the workplace.

Physical and other Requirements:

- Must be able to sit for long periods of time and utilize general office and computer equipment continually with regular and consistent use of keyboard and mouse.
- There may be some light walking, standing, bending, twisting, reaching and carrying of items not exceeding 50 pounds.
- Visual acuity necessary to spend lengthy periods of time at the computer.
- Must be able to perform essential functions of the position without hazard to self or others.
- Background check will be required.

Work Schedule: Typical U.S. business hours with some flexibility, and occasional evening/weekend work. Occasional overnight travel may be required for meetings and events.



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Compensation and Benefits:

- Salary commensurate with experience
- Group Health, Dental and Vision Insurance
- 401(k) matching
- Paid time off

To make a confidential application, please submit resume with salary requirements to montessori@amiusa.org.

