



1421 Prince St, Ste 350 • Alexandria, VA 22314
703-746-9919 • montessori@amiusa.org • amiusa.org

Job Title: Sr. Director of Finance (SDoF)

Job Type: Part Time – Exempt

Job Location: Remote + 1 in-person office day per week (AMI/USA Office's is in Alexandria, VA)

Summary

Association Montessori International of the United States (AMI/USA) seeks an experienced Sr. Director of Finance (**SDoF**) to join our leadership team. This is a hands-on leadership role that support the organization's operations and financial functions. Oversees fiscal planning, business operations, and human resource functions. The SDoF is responsible for supporting and executing AMI/USA strategy through effective leadership and strong business acumen.

The SDoF reports to and works closely with the Executive Director (ED), collaborates regularly with a cohesive team of Program Directors, contributes to Finance Committee and Board 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

- Leads and analyzes a variety of financial information (e.g. budget variances, cost projections, operational and capital outlay needs, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and ensuring overall operations are within budget.
- Federal and/or state financial filings or applications.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information and general finance/operations support.
- Collaborates with a variety of personnel for the purpose of implementing and maintaining services and programs.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and monitoring program components.
- Conducts internal audits for the purpose of ensuring program operations are within budget and in accordance with fiscal practices; presents Board of Director updates, as requested.
- Coordinates technology programs and databases for the purpose of completing activities and directing services in a timely manner.
- Facilitating and/or attending meetings, workshops, seminars on a wide variety of topics (e.g. financial procedures, regulatory requirements, community or outside agency requests, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a representative of the organization.
- Maintains a variety of fiscal documents, files, records (e.g. accounts payable, accounts receivable, special projects, contracts, asset inventories, etc.) for the purpose of providing an up-to-date reference & audit trail.
- Administers bidding process and contracts for partnerships (e.g. prepare specifications, evaluate bids, recommend vendors for the purpose of securing items and services within budget and in support of the strategic plan.
- Champions Montessori efforts on all fronts to include travel (local and international), as requested.
- Perform other related duties as requested by ED





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Education and Experience Requirements

- Bachelor's Degree in accounting, business, finance or related field.
- In-depth knowledge of organizational finance/accounting, operations and communications.
- Proven, successful experience in a related role for an organization or significant department/program. Non-profit organization experience is required.
- 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.

Requirements

- Minimum of 5 years' experience leading finance and /or business operations.
- 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 part-time U.S. business hours (~20 hours/week) with some flexibility, and occasional evening/weekend work. Occasional overnight travel may be required for meetings and events.

Compensation and Benefits

- Salary commensurate with experience (we anticipate \$45-50k per year)
- 401(k) matching
- Paid time off (typically 2 weeks annually)

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

