

## **Osteogenesis Imperfecta Foundation Director of Finance**

Full-time, exempt position

Date: April 2019

### **JOB SUMMARY:**

Manage all accounting and financial systems, computer systems, personnel benefits and special events accounting for the Osteogenesis Imperfecta Foundation.

**Reports to:** Chief Executive Officer

### **RESPONSIBILITIES:**

- Manage all aspects of accounting for the OI Foundation, including journal entries, reconciliation of general, research and payroll accounts.
- Provide monthly and quarterly financial and investment reports, develop national conference budget and develop fiscal year budget. Coordinate year-end closing.
- Interact with auditors during annual external audit. Responsible for successful completion of audit. Prepare required schedules for auditors.
- Serve as contact for IT vendor.
- Research, negotiate with CEO and COO, and review all vendor, service and supply contracts.
- Follow general accepted accounting practices, keep up to date with changes in GAAP, FASB and IRS regulations.
- Prepare annual and other reports required by regulator agencies and granting agencies.
- Manage hotel direct bill account for national and regional meetings.
- Maintain charitable solicitation permits for 50 states, United Way and Combined Federal Campaign.
- Coordinate staff benefits, including health plan, retirement plan, and serve as primary contact with all benefit vendors.
- Schedule and attend Finance Committee and Audit Committee meetings, prepare meeting minutes.
- Oversee Impact Grant funding process.
- Prepare, review or update accounting policies and procedures.

- Attend semi-annual board meetings; prepare financial reports as needed for board.
- Manage National Conference registration system.
- Maintain petty cash.

**KNOWLEDGE, SKILLS AND ABILITIES:**

BS degree or equivalent in accounting, finance, business administration or related field. Five or more years of experience in financial reporting, budgeting, benefit administration, membership and accounts payable, preferably with a nonprofit organization. Excellent organizational skills and attention to detail. Ability to perform complex mathematics and accounting process, ability to maintain accurate and detailed records. Computer literacy, especially using spreadsheets. Analytical, reasoning and problem solving skills. Ability to handle confidential data. Information systems management experience. Experience locating resources, negotiating with vendors, managing projects and timelines. Proficient in Microsoft Office and QuickBooks Pro.

**Respond to:** Chief Operating Officer, Erika Carter, at [ecarter@oif.org](mailto:ecarter@oif.org)