Finance Director

Who We Are

Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for seven consecutive years as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States’ employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

Who You Are

A Director of Finance at Education Commission of the States is responsible for managing and leading the organization’s Finance and Accounting team. Reporting to the ECS president and serving as a member of the leadership team, the Director of Finance serves as the expert on all fiscal and budgetary matters for the organization.

Essential Duties and Responsibilities

- Lead annual budget development and revisions for the organization.
- Lead budget development and reporting for grants and grantees/partners.
- Partner with the President/CEO on all aspects of the organization’s fiscal endeavors.
- Responsible for all finance and accounting policies and policy updates.
- Support Executive Management Team and Board of Directors with financial reports and projections.
- Actively manage all daily accounting and financial operations
- Review and signoff on all reconciliations and journal entries including benefits, payroll, cash, and miscellaneous accounts. Review and approve accounts payable EFT’s, and actively manage cash flow.
- Prepare accurate internal and external financial statements in a timely manner.
- Manage two staff accountants.
- Work with the company’s insurance brokers to update insurance and employee benefits on an annual basis and manage payments to vendors.
- Manage external banking relationships.
- Ensure proper accounting for all grants and subrecipient grants.
- Monitor and maintain appropriate internal controls.
- Oversee regulatory reporting, including tax planning and compliance.
- Oversee the annual financial audit, federal grant audit, retirement plan audit, and preparation of the Form 990 annual tax return.
- Act as the audit liaison, coordinating activities with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.
- Performs other ECS duties as required.

Required Skills and Qualifications
- Master’s of Business, Finance, or Accounting degree.
- Five to seven years of nonprofit financial management experience with budgets of $5 to $7 million per year.
- Experience with Abila MIP accounting.
- Experience managing federal and foundation grants and contracts.
- Proficient in use of digital software and technology, including databases, Microsoft Word, Excel and PowerPoint.

Compensation and Benefits
Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position may be located in Denver, CO and must be able to produce proof of vaccination. The salary range for this position is $100,000 - $120,000.

Applying for the Position
Please send a resume and cover letter e-mail to Nicole Goff/ ngoff@ecs.org. Please include “Finance Director” in the subject line.

All applications must be received by close of business Friday, October 13, 2023.
Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.