

Finance Director

STATUS: EXEMPT

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 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

Finance Director at Education Commission of the States is responsible for managing the organization's financial accounting, budgeting and financial reporting. The Finance Director ensures that effective internal controls are in place and that financial operations are in compliance with GAAP. The finance director leads and manages the day-to-day accounting and finance functions, including grant and contract management, leading annual financial and federal audits, and providing accounting support to the ECS organization and finance committee.

Essential Duties and Responsibilities

1. Financial Management
 - Oversees compliance with GAAP in all accounting transactions, including journal entries, payroll, and reconciliations. Develops the annual budget, leads monthly closings, and prepares financial statements for executive review. Manages project and grant budgets, prepares financial reports for stakeholders, and handles invoicing and fund requests.
2. Financial Planning and Analysis
 - Manages budgets and spending for all projects and grants, ensuring compliance with federal regulations (OMB Uniform Guidance). Prepares monthly expense allocations and supports staff with financial planning, management, and forecasting.
3. Leadership and Training
 - Leads financial operations by maintaining grant and contract budget reports, reconciling bank and investment statements, and managing the year-end close. Prepares and negotiates the federal indirect cost rate, ensures compliance with grant regulations, and supports audits and tax filings. Contributes to strategic oversight through participation in executive and finance committee meetings.
4. Perform other ECS duties as required.

Required Skills and Qualifications

- At least 5 years of non-profit financial management experience along with experience managing federal and foundation grants and contracts.
- CPA preferred.
- We do not require candidates to demonstrate a specific degree or level of academic certification. Research demonstrates that education requirements can be a deterrent for qualified candidates to apply and can perpetuate gender and racial disparities. Instead, we encourage all candidates with the professional experiences and skills outlined in this position specification to apply.
- Proficient in use of digital software and technology, including QuickBooks, ADP, Sharepoint, Salesforce, Microsoft Office, 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. Education Commission of the States is a remote workplace that requires employees to have a physical residence with address within the U.S. and requires some travel. The salary range for this position is \$115,000-\$149,500 based on geography and years of experience.

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 the close of business July 18.

Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.