The Mathematical Association of America (MAA), a national professional association, seeks a Director of Finance & Administration. The position reports to the Executive Director and is a member of the MAA’s leadership team. The position directly manages two staff positions and is the liaison with numerous vendors providing services for the MAA. Primary job responsibilities include:

* Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
* Create, implement and maintain accounting policies and internal control procedures, according to Generally Accepted Accounting Principles (GAAP); update and implement all necessary business policies and accounting practices; maintain and enhance the finance department’s overall policy and procedure manual.
* Manage the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
* Lead the annual budgeting and planning process in conjunction with the Executive Director and Chief Business Officer; administer and review all financial plans and budgets; monitor progress and changes; keep senior leadership team abreast of the organization’s financial status.
* Oversee MAA’s payroll processes and procedures.
* Manage internal financial management/reporting systems; collaborate with the MAA IT department to ensure a focus on modernization utilizing effective and efficient systems.
  + Provide tools and resources to MAA leadership and department leaders to effectively manage and inform decision making processes.
* Oversee contract billing and collection schedule; ensure financial data and cash flow are steady and support operational requirements.
* Effectively communicate and present critical financial matters to the board of directors.
* Manage and mentor the members of the Finance and Administration teams in order to further develop individual skills as well as overall team functionality.
* Other duties as assigned in alignment with the goals and objectives of the MAA

A successful candidate must be technologically savvy and have extensive experience with financial management software systems including software selection for implementations and upgrades. Management experience using a collaborative approach to problem solving, team building and employee development is essential. In addition a candidate must possess a strong business acumen, the ability to understand and resolve complex issues, a service orientation, and consensus-building skills.

Excellent benefits, salary commensurate with credentials and experience. Candidates should have a Bachelor’s degree in Finance, Accounting or a related field, an MBA or advanced degree is preferred, as well as 7+ years of demonstrated and applicable financial leadership experience. A CPA is desirable.

The Mathematical Association of America (MAA), located in the historic Dupont Circle area of Washington D.C., is the world's largest community of mathematicians, students, and enthusiasts. The MAA accelerates the understanding of our world through mathematics, because math drives society and shapes our lives. For more information about the Mathematical Association of America, see [www.maa.org](http://www.maa.org/). The MAA is an Equal Employment Opportunity Employer. Review of completed applications will begin August 1, 2016 with an expected start date of October 1st.

Please email resume, cover letter, and salary expectations (required) to:

Elizabeth H. Richards, SPHR, GPHR

Mathematical Association of America

E-mail: [hr@maa.org](mailto:hr@maa.org)