

**WANTED:** A versatile **DIRECTOR OF FINANCE** at ACT!

### **WHY WORK AT ACT?**

At ACT, we work with our member agencies to improve the lives of people impacted by HIV/AIDS and related health issues by ensuring they have access to health, housing, and support services. We are a not-for-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

### **WHAT WILL YOU DO AS DIRECTOR OF FINANCE?**

You will do a lot! Most importantly, as part of the Leadership Team, you will develop, manage and monitor the agency's annual budget and grant budgets, supervise finance staff, manage the daily general business operation of all financial and administrative services, and ensure smooth functioning of accounts receivable, accounts payable and payroll.

But wait, there's more! You will supervise and assist with human resources duties, prepare agency for annual independent audit as agency point person, assist with grant writing (primarily budget development).

To exercise your project management skills, you will oversee finance and accounting projects to improve internal processes and make recommendations for department changes. You will provide specialized reports as requested by senior management. You will also proactively review the agency's accounting, cost allocation, financial reporting, and internal control policies and procedures to continuously improve quality and achieve government and regulatory compliance, including GAAP and FASB.

### **YOU MAY BE A GOOD FIT IF YOU:**

- Believe in our mission and core values and are excited by the job duties
- Minimum Bachelor's Degree (Master's Degree preferred; CPA preferred)
- Have at least five years of nonprofit financial and accounting experience, with at least two years of supervisory experience
- Have strong computer skills, advanced Excel skills, and the ability to manage multiple linked spreadsheets
- Have strong proficiency in budgeting/financial forecasting and financial/programmatic reporting
- Possess advanced organizational skills with a strong attention to detail, especially with data and financial reports
- Have demonstrated ability to anticipate needs, solve problems, think critically, and be resourceful
- Are creative, flexible, and able to work as part of a team in a fast-paced environment
- Are comfortable working in a unique environment in which topics of sexuality are an integral part of our everyday work
- Have a high regard for confidentiality

**BONUS POINTS IF YOU HAVE:**

- Not-for-profit state and federal grants management, including CT's UCOA
- Experience with advanced features of Abila MIP accounting software
- A personal connection to ACT's mission

**WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:**

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking

**SOUND LIKE A GOOD FIT?**

If so, please send your resume and cover letter expressing interest in our mission to [apply@aids-ct.org](mailto:apply@aids-ct.org) with "Director of Finance" in the subject line. Resumes received without a cover letter that demonstrates knowledge of ACT and a clear statement of how our mission aligns with your goals will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements. This is an exempt position based in Hartford, CT with a salary of \$70,000.

*AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.*