



Position Description

Job Title: Director of Finance

Reports To: Chief Operating Officer (COO)

FLSA Status: Full-Time, Exempt

Position Summary

The Director of Finance leads BPI's financial operations, including budgeting, forecasting, reporting, accounting, and financial compliance. Working with the CEO, COO, and department directors, the Director provides financial guidance, identifies risks and opportunities, and supports long-term financial planning.

The Director is accountable for accurate and timely payments, invoices, revenue collection, tax filings, government financial requirements, and reporting. This position also oversees internal controls, finance staff, and the annual audit while ensuring compliance with organizational policies and regulations.

Essential Duties and Responsibilities

Financial Leadership, Budgeting & Reporting

- Provide financial leadership and guidance to the CEO, COO, and department directors to support BPI's goals and financial stability.
- Lead the development and management of annual organizational and departmental budgets, working with directors to ensure accuracy and alignment with priorities.
- Develop financial forecasts, cash flow projections, and long-term financial plans to support business decisions.
- Monitor financial performance, revenue, expenses, and budget variances; identify risks, explain findings, and recommend improvements.
- Evaluate the financial impact of programs, pricing changes, staffing decisions, technology investments, and other initiatives.
- Ensure accurate and timely monthly, quarterly, and annual financial reports, including presentations to leadership, the Board of Directors, and Board committees.

Accounting Operations & Financial Management

- Oversee daily accounting operations, including accounts payable, accounts receivable, billing, collections, general ledger records, and reconciliations.
- Ensure accurate and timely processing, recording, and approval of financial transactions, payments, reimbursements, and revenue collection, including follow-up on outstanding receivables.
- Monitor cash flow and financial obligations and oversee investments and cash management according to Board-approved policies.
- Oversee payroll accuracy, employee benefit expenses, and related reporting in coordination with Human Resources.
- Review contracts, financial commitments, and major expenses to ensure funds are available, and financial requirements are met.

Contracts, Grants, Tax Compliance & Risk Management

- Oversee the financial management of contracts, grants, and government agreements, including invoicing, payments, revenue recognition, expense tracking, reporting, and collection of funds owed to BPI.
- Manage required government registrations, renewals, and financial submissions through SAM.gov, IPP, GSA systems, and other applicable platforms.
- Ensure compliance with financial laws, nonprofit accounting standards, government funding requirements, and applicable accreditation requirements.
- Oversee IRS Form 990, tax returns, required filings, and the annual financial audit, including coordination with outside accountants and auditors and resolution of audit findings.
- Maintain financial policies, internal controls, records, and approval procedures to protect BPI's assets and reduce financial risks.

Financial Systems & Cross-Departmental Support

- Oversee QuickBooks and other financial systems, ensuring accurate, secure records and efficient financial processes.
- Collaborate with department directors on financial planning, budgets, spending, revenue opportunities, and organizational projects.
- Provide timely financial guidance, communicate expectations and deadlines, and resolve financial issues with departments and outside providers.

Department Leadership & Accountability

- Lead and supervise finance staff, including assigning work, setting priorities, monitoring performance, and conducting evaluations.
- Ensure financial responsibilities, reports, payments, and collections are completed accurately and on time.
- Promote accountability, staff development, cross-training, and documented procedures to support ongoing operations.
- Keep the COO informed of departmental progress, challenges, and resource needs.

Perform other duties as assigned to support BPI's mission and organizational needs.

Education/Experience (Required):

- Bachelor's degree in accounting, finance, business administration, or related field.
 - At least seven (7) years of progressive experience in accounting, finance, or financial management.
 - At least three (3) years of supervisory or financial leadership experience.
 - Experience in budgeting, forecasting, financial reporting, accounting operations, internal controls, and financial analysis.
 - Strong knowledge of generally accepted accounting principles (GAAP) and financial reporting requirements.
 - Proficiency with accounting software and advanced Microsoft Excel.
 - Preferred: Certified Public Accountant (CPA) designation or master's degree in accounting, finance, or business administration.
-

Skills & Competencies

- Strong financial management, analytical, and problem-solving skills, with the ability to identify risks and recommend solutions.
- Strong organizational skills, attention to detail, and ability to manage priorities and meet deadlines.
- Effective communication, leadership, and collaboration skills, including staff supervision and performance management.
- Proficiency with QuickBooks or similar accounting software and Microsoft Office applications, particularly Excel.
- Sound judgment, professionalism, accountability, and discretion when handling confidential information.

Work Environment:

This is a remote position requiring a secure, professional workspace, reliable internet access, and use of BPI-approved technology. Regular communication and collaboration with staff, leadership, auditors, and outside partners are required. Work schedules and arrangements follow BPI policies.

Physical Demands:

This position primarily involves seated work, computer use, document review, and meetings. Reasonable accommodation may be made for qualified individuals with disabilities.

Compensation & Benefits:

Salary Range: \$95,000–\$115,000 annually, based on qualifications and experience.

BPI offers a benefits package that includes:

- Medical, dental, and vision coverage, with applicable deductibles paid by BPI.
 - Paid holidays and paid time off under BPI policies.
 - Life insurance, accidental death and dismemberment coverage, and short- and long-term disability coverage.
 - 401(k) retirement plan with a 4% employer match, subject to plan terms.
 - Voluntary adjusted summer schedule, subject to organizational needs.
-

Equal Employment Opportunity

BPI is an Equal Opportunity Employer. All qualified applicants receive equal consideration in accordance with applicable federal, state, and local laws.

Good people, meaningful work, and room for you to make a difference.

That's what we're all about at BPI. We believe in working together, treating people well, sharing ideas, and making a positive impact. If that sounds like your kind of workplace, we might be your kind of team.