



Job Opening

Director of Finance & Administration

Join an organization that empowers people to turn their ambition into opportunity. Northwest Association for Blind Athletes (NWABA) is on the cusp of an exciting time of growth as a regional organization with a mission to provide life-changing opportunities through sports and physical activity to children, youth, adults, and military veterans who are blind or visually impaired.

We are committed to cultivating opportunities for individual and organizational growth. Energized by an entrepreneurial spirit and the drive to excel, NWABA invests heavily in the people and resources needed to successfully deliver on our mission. Looking to the future, newly renovated offices in downtown Vancouver are equipped to tap into the tools and technology necessary to expand our presence and impact in Oregon, Washington, Idaho, Montana, and beyond.

At NWABA, we operate with full transparency, bringing honesty and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. And we bring steadfast determination in pursuit of our mission and our goals. Our next Director of Finance & Administration will embrace our values, champion our mission, work with passion, and deliver results.

Compensation & Employee Benefits

- Salary range: DOE
- Full-time, exempt position,
- Full medical, dental, and vision coverage with supplemental insurance options
- 403(b) retirement plan with 3% NWABA match
- Subsidized transportation allowance
- Regular employee celebrations and events
- 7+ paid holidays
- Generous PTO
- Office located in the heart of Vancouver, WA, close to restaurants, coffee shops, trails, and parks

Your Opportunity: Reporting to the Founder, President/CEO, the full-time Director of Finance & Administration will be responsible for all aspects of Northwest Association for Blind Athletes' financial and administrative functions including overall financial management, budget development, business planning, human resources, and IT. This position is being added at a pivotal time in organizational growth and will support significant and sustainable expansion of NWABA's life-changing programs. The selected individual will be an integral member of a dedicated, high-functioning Executive Team focused on scaling the organization's mission and programs to new heights.

Responsibilities:

Finance

- Oversee and execute the financial management of a \$1.32M social service nonprofit that is preparing for significant growth.
- Prepare annual budgets and manage the budgeting process.

- Maintain general ledgers and prepare timely monthly, quarterly, and annual financial statements.
- Oversee Accounts Payable, Accounts Receivable, and all HR/payroll functions.
- Develop regular dashboard reports to track cash flow, receivables, and other KPIs to analyze financial performance against goals.
- Track investments with support from the Investment Committee.
- Oversee all bank reconciliations and work with outside accountant to complete 990 and financial review.
- Oversee the organization's relationships with financial institutions.

Administration & Operations

- Manage health insurance, retirement, and other employee benefits.
- Act as liaison to the finance committee on a monthly basis and present financial reports during board meetings.
- Update and implement all necessary business policies and accounting practices; build out the finance department's standard operating procedures and best practices.

Human Resources & Other Responsibilities

- Further develop and build out NWABA's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Desired Knowledge, Skills and Abilities

- Bachelor's degree in accounting, finance, or business administration.
- 5+ years of prior broad financial, HR, and operations experience preferably in a nonprofit setting.
- Knowledge of GAAP for nonprofits preferred.
- Proficient at preparing financial statements and budgeting for nonprofits.
- Proven success in an entrepreneurial non-profit environment.
- Proficient with MS Office, advanced Excel skills and strong knowledge of QuickBooks.
- Ability to travel approximately 15% of the time and work flexible hours including regular evenings and weekends.
- Ability to lift and carry up to 40 lbs. including tandem bikes, kayaks and other adaptive sports equipment.
- Must possess a valid state-issued driver's license and ability to pass a background check, including MVR.
- Exhibit a growth mindset and willingness to embrace and contribute to a highly entrepreneurial environment.

Application Instructions:

*For consideration, please send **all** of the following to: recruiting@nwaba.org*

- 1. Your résumé**
- 2. A cover letter and**
- 3. Three or more professional references.**

*In your **cover letter**, please share the following:*

- *Why are you a great fit for this position? What might set you apart from other candidates? How would you make a difference?*

- *What are your proudest **past** achievements in a Financial Leadership role (include metrics where available)?*
- *Why are you interested in working with **Northwest Association for Blind Athletes**?*