



Director of Finance & Administration

The Director of Finance and Administration will manage all aspects of Credential Engine's finances, including but not limited to overseeing budgeting, audits, investments, AR and AP, payroll, contracts and grants financial reporting, and supporting the Board Finance Committee.

Position Details

Status: Full-time

Location: Remote, flexible in the United States

Reports to: Chief Executive Officer

Who We Are

Credential Engine is a non-profit whose mission is to map the credential landscape with clear and consistent information, fueling the creation of resources that empower people to find the pathways that are best for them.

We envision a future where millions of people worldwide have access to information about credentials that opens their eyes to the full range of opportunities for learning, advancement, and meaningful careers. For more information, visit www.credentialengine.org.

What We Do

Credential Engine provides a suite of web-based services that creates for the first time a centralized Credential Registry to house up-to-date information about all credentials, a common description language to enable credential comparability, and a platform to support customized applications to search and retrieve information about credentials.

Credential Engine currently works with a growing number of states, institutions, federal agencies, data and technology partners, and international partners to support their efforts to make essential data about credentials and competencies open, transparent, and linked in order to better serve students, workers, employers, and others. Credential Engine partners with national and state organizations with expertise in workforce, education and data advocacy, technical assistance organizations, employer and labor associations, and others to support policies that will make credential transparency an enduring value in the marketplace.

Why We Do It

Through an increasing array of credentials – such as degrees, licenses, badges and apprenticeships – job seekers, students, and workers have more options than ever to help them get ahead. Yet, there has never been an efficient way to collect, search, and compare credentials in a way that can be both universally understood and maintained in a manner that keeps up with the speed of change in the 21st century. With more than 1,000,000 unique credentials in the U.S. alone, and millions worldwide, this lack of information in the marketplace contributes to confusion and uninformed decision making.

Role Overview

As a strategic leader, you connect the dots across ideas in support of our strategic plan and demonstrate an entrepreneurial focus and bottom-line orientation. You help us think of new ways to plan, organize, and execute our financial work, including taking a forward-thinking approach to streams of revenue and investment opportunities.

As a subject matter expert in accounting, auditing, internal controls and tax reporting, you possess strong technical and deep functional skills in the areas of finance, accounting, budgeting, auditing, and taxation. Attention to detail is a strong part of your wheelhouse.

As a confident team leader, you lead with clarity, collaboration and strategy in mind. You demonstrate flexibility and can take projects from ambiguous ideas to impactful results.

As a Board liaison and internal collaborator, you are a natural connector and networker, adept at making meaningful connections, bringing people together, and championing ideas. You act as a thought partner to all staff and the Board.

As an expert in budgeting, business financial modeling and reporting, you are excited about nonprofit finance and working with passionate nonprofit professionals to be a powerful voice for positive change

As a leader in contracts and grants, you can analyze complex financial data and communicate results in a clear and concise manner to various stakeholders.

As an executor of payroll, vendor 1099 reporting, and plan sponsor of the 401k retirement plan, you understand the importance of generally accepted accounting principles, IRS regulations, and FASB standards and how to apply them in the non-profit sector. You possess expertise in MS Office Suite (esp Excel) and QuickBooks.

As a risk manager and treasurer, you identify opportunities to overcome barriers and challenges while ensuring organizational functionality and monitoring cash accounts and flow.

In partnership with external organizations, contractors and vendors, you act as a strategist and you help Credential Engine think of new ways to plan, organize, and execute our financial work.

Primary Responsibilities:

- General management of all accounting and finances of the organization
- Oversight and management of Credential Engine's budgeting and budgets:
 - Budget development
 - Budget tracking and forecasting
 - Monthly and quarterly financial reports
- Management, oversight, and coordination of
 - Accounts payable
 - Accounts receivable
 - Payroll
 - Development and delivery of periodic and final financial reports to funders and for contracts
 - Maintaining current vendor status for our current and future contracts with federal and state agencies, systems, institutions, and others
 - Contract vehicles for partnerships, subcontractors, vendors, and others, in collaboration with Credential Engine's staff and legal contractors
 - Subgrants and subcontracts
- Coordination and support for
 - Credential Engine's Board Finance Committee
 - Investments with Credential Engine's investment advisory company
 - Annual audits with our auditor
- Use or administration of
 - Bill.com
 - QBO, or similar accounting software
 - Salesforce and appropriate tracking of contacts
- Other financial responsibilities and duties as necessary, appropriate, and assigned.

Qualifications

- Significant, proven, and impactful experience leading the financial obligations of an organization, and in particular a non-profit organization.
- Demonstrated experience driving proactive analysis of organizational financial performance
- Breadth of experience with budgeting, accounts payable and receivable, contracting, and auditing management.

- Knows how to use relevant financial planning and analysis software and has advanced spreadsheet skills.
- Understands financial reporting and has strong analytical skills.
- Communicates effectively and has exceptional written and verbal communication skills.
- Develops strong working relationships with colleagues across departments and seniority levels.
- Effective management of direct reports and leadership of a team.
- Excels at multitasking, organization, and time management.
- Bachelor's in finance, economics, accounting, business, or a related major is strongly valued, and a Master of Business Administration or a Master's in Finance is a plus.
- Currently active Certified Public Accountants (CPAs) and Chartered Financial Analysts (CFAs) are preferred.
- Passing a background check.

Work Environment and Physical Demands

- Work is performed remotely, generally from home locations, with the same demands as a traditional office environment.
- Visual and auditory acuity for extensive use of various forms of technology.
- Credential Engine is based in Washington, DC with most team members located around the country. All staff work remotely, with an option to utilize co-working space.

Compensation

A competitive package including salary and benefits (holidays, PTO, insurance coverage for health, dental, vision, life and disability, and a retirement plan) is available and is commensurate with experience and qualifications. The expected salary range is \$150,000 - \$175,000 annually.

Application Process

To be considered for this position, please submit a resume and cover letter to resumes@credentialengine.org with "Finance Director" in the subject line. Priority will be given to applications submitted by March 22, 2024. **The position will remain open until filled.**