

# Achieving the Dream, Inc. Job Posting



<b>Job Title:</b>	<b>Associate Director of Finance (Compliance)</b>
<b>Position Type:</b>	Full Time, Exempt
<b>Reports To:</b>	Chief Financial Officer
<b>Work Location:</b>	Silver Spring, MD

**Job Overview:**

Oversees the preparation and management of consultant contracts and grant agreements, including invoicing and related communications. Provides support for the review and approval of ATD college and national partner annual financial reports, including application processes and any necessary budget modifications or extensions and related communications. Assists with control activities, as needed to maintain adequate separation of duties.

**Duties:**

- Oversee the preparation of and manage contracts for ATD consultants.
- Review and approve annual financial reports from colleges and national partner organizations in accordance with their approved grant agreements.
- Assist the CFO in preparing financial compliance reports for ATD funders.
- Monitor and distribute expenditures in accordance with approved grant agreements.
- Assist the CFO in preparing budget modification and no cost extension requests.
- Maintain files for contracts and invoices, college reports and communications, partner organization reports and communications, and funder reports and communications.
- Provide additional analyses of budget needs or expenditures as requested.
- Finalize formal communications to consultants, colleges, partner organizations, and funders, regarding matters pertaining to their contracts and grants.
- Assist in the process of applying for grants/contract proposals.
- Coordinate the follow-through on deadlines and reporting requirements over the life of each grant or contract.
- Assist in creating contracts, sub-contracts, sub-awards, sub-grants and grant agreements.
- Perform control activities in order for ATD to achieve adequate segregation of duties.
- Review, approve and track invoices for contractors/consultants.
- Prepare and send invoices to self-funding institutions and partner organizations.
- Minimal travel (0%-5%) anticipated.

**Skills/Qualifications/Experience:**

Excellent computer skills (Microsoft Office). Must be highly organized with the ability to manage multiple projects simultaneously, able to work effectively under pressure, and use independent judgment. Bachelor's degree with a minimum of five years related experience. Non-profit experience and previous experience with Financial Edge software preferred.

**Candidates should submit a resume and cover letter with salary requirements to:**

Hiring Manager, [jobs@achievingthedream.org](mailto:jobs@achievingthedream.org)

*Achieving the Dream, Inc. does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.*