



DIRECTOR OF FINANCE & OPERATIONS

Job Description

Reports To: Executive Director	FLSA Status: Exempt – Administrative
Employment Type: Full-Time, Regular	Work Location: On-site / Hybrid (WFH 1 day/week) (Phoenix, AZ area)
Effective Date: May 12, 2026	Department: Finance & Operations

POSITION SUMMARY

The Director of Finance & Operations is a senior leadership role responsible for the overall financial health, operational integrity, and administrative infrastructure of the organization. Reporting directly to the Executive Director and serving as a resource to the Board Treasurer, this position provides strategic financial guidance while managing day-to-day accounting, compliance, payroll, technology, and vendor operations. The Director ensures the organization's financial activities align with nonprofit accounting standards, donor requirements, grant obligations, and applicable federal and Arizona state law. **To apply to this position, please email your resume to talent@affcf.org.**

ESSENTIAL JOB FUNCTIONS

Finance and Accounting (approximately 50% of time)

- Establish, operate and continuously improve financial policies and procedures in partnership with the Executive Director, Board Treasurer, and relevant stakeholders.
- Monitor financial performance and advise program and executive staff on financial results, internal control concerns, and risk.
- Oversee and execute disbursements, banking transactions, and fiscal reporting to ensure proper allocation of funding sources and compliance with donor restrictions and organizational control policies.
- Ensure accuracy of all transactional accounting prior to monthly, quarterly, and year-end closing; produce timely financial statements consistent with generally accepted accounting principles (GAAP) for nonprofit entities (ASC 958).
- Corporate credit card reconciliation and management.
- Coordinate and manage internal and external audit processes, including liaison with external auditors and the Board Finance/Audit Committee.
- Lead annual budget development in partnership with the Executive Director; monitor budget performance and report variances to leadership.
- Serve as the principal point of contact for all finance, accounting, budget management, cash management, reimbursement, and fiscal compliance needs.
- Produce monthly financial reports and dashboards for program staff, executive leadership, and the Board; provide additional analyses as requested.

- Manage, reconcile, and audit monthly accounts and purchasing card transactions; execute deposits as needed.
- Ensure compliance with IRS Form 990 preparation requirements and all applicable nonprofit tax obligations.

Program Support (approximately 15% of time)

- Partner with program managers and functional leads to plan and execute program-related financial disbursements on required schedules (weekly, monthly, bi-annually).
- Collaborate with program and functional staff to design and implement grant tracking, reporting, and compliance processes aligned with organizational and funder requirements.

Operations and Information Technology (approximately 35% of time)

- Analyze and develop recommendations for capital equipment, facility improvements, supplies, and service procurement.
- Develop, document, and maintain operational policies and procedures; prepare and update internal operations manuals.
- Manage all vendor relationships, contracts, and payment processes in accordance with organizational policy.
- Process payroll accurately and on schedule; identify and resolve compensation discrepancies in partnership with the Executive Director.
- Manage information technology vendors and service providers; ensure a secure, resilient, and mission-appropriate technology environment.
- Maintain an accurate inventory and controls for the organization's physical and technology assets.
- Perform other duties as assigned by the Executive Director.

SUPERVISORY RESPONSIBILITY

- This position will have direct supervisory responsibility over finance or administrative support staff/contractor management.

MINIMUM QUALIFICATIONS

Education

- Bachelor's degree in Finance, Accounting, Business Administration, or a directly related field from an accredited institution. A graduate degree (MBA, MPA, MSA) or active CPA licensure is preferred and may be considered in lieu of years of experience.

Experience

- Minimum of eight (8) years of progressively responsible experience in finance, accounting, and/or budget management.
- Demonstrated experience in a nonprofit, social services, or mission-driven organization strongly preferred, particularly with fund accounting, grant compliance, and IRS Form 990 familiarity.
- Experience presenting financial information to boards of directors, executive leadership, and external auditors preferred.

Knowledge, Skills, and Abilities

- Strong working knowledge of nonprofit GAAP (ASC 958), fund accounting principles, and fiscal compliance requirements.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, Teams); experience with accounting software (e.g., QuickBooks, or comparable platforms) required.
- Experience with web-based data entry, reporting, or program management systems; data extraction and system design experience preferred.

- Ability to work independently, manage multiple priorities, and maintain a high degree of accuracy and attention to detail.
- Ability to adapt to new systems, processes, and technologies as organizational needs evolve.
- Strong written and verbal communication skills; ability to translate complex financial data for non-financial audiences.
- Demonstrated ability to handle confidential information with discretion and integrity.

COMPETENCIES

- Strategic and mission-aligned financial thinking.
- Solutions-oriented problem solving; ability to break complex challenges into actionable steps.
- Collaborative team membership and cross-functional partnership.
- Data integrity and process orientation.
- Patient, persistent, and professional under pressure.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Primarily sedentary work: prolonged periods of sitting and working at a computer workstation.
- Ability to operate standard office equipment (computer, keyboard, phone, printer/scanner).
- Occasional lifting of files or materials up to 15 pounds.
- Ability to communicate effectively in person, by phone, and in writing.
- Standard indoor office environment with controlled lighting and temperature.
- Hybrid or partial remote work may be available; on-site presence required for certain operational functions.
- Occasional local travel for vendor meetings, audits, or organizational events.

COMPENSATION AND BENEFITS

A salary of \$90,000–\$98,000, tailored to your experience and expertise. The organization offers a comprehensive benefits package that includes:

- Medical, dental, vision, and life insurance.
- Flexible spending accounts (FSA/dependent care).
- Retirement contributions.
- Paid time off (vacation, sick leave, and holidays).

EQUAL EMPLOYMENT OPPORTUNITY

This organization is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity or expression, veteran status, marital status, or any other characteristic protected by applicable federal, state, or local law.

The organization will provide reasonable accommodations for qualified individuals with disabilities to perform the essential functions of this position, provided the accommodation does not impose an undue hardship on the organization. Applicants or employees who require accommodation should contact Human Resources or the Executive Director.

AFFCF is an E-Verify employer as required under A.R.S. § 23-214 (Arizona's mandatory E-Verify statute for all employers).

DISCLAIMER

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, duties, responsibilities, or qualifications associated with the role. Duties, responsibilities, and activities may change or be supplemented at any time with or without notice. This document does not constitute a contract of employment. Employment with AFFCF is at will.