

Director of Finance

Converge

Remote Position



Converge is dedicated to ensuring all people can access high quality family planning care when they need it, how they need it and where they live. As the Mississippi grantee of Title X – a national federal Family Planning Program – we collaborate with the state's public health agency, health care providers, insurance companies, and community partners to build a health care system that places people at the center of family planning care. We also deliver training and technical assistance to providers and conduct policy, advocacy, and research activities that promote increased access to quality care. While our work is in Mississippi, the principles, vision, and work of Converge are universal and transferable well beyond our state borders.

WHAT YOU'LL DO

At a time of growth and innovation, we are seeking a Director of Finance to lead all aspects of financial management, ensure operational effectiveness, serve as a strategic thought partner on the leadership team, and model and foster a people-first culture. Specifically, the Finance Director will:

- Oversee and lead the annual budgeting and planning process in conjunction with the Co-Executive Directors; administer and monitor all financial budgets and plans.
- In conjunction with an external bookkeeper, ensure the integrity of the accounting general ledgers and systems, and compliance with appropriate GAAP standards, regulatory requirements, and mandatory grant reporting for all donor segments.
- Analyze, produce, and share monthly and annual financial reports in an accurate and timely manner.
- Coordinate and lead the annual audit, Form 990 filing and charitable solicitation processes; liaise with external auditors and leverage audit findings to identify areas of improvement.
- Supervise and manage the work of an Operations Manager who is responsible for contract management, staff time-keeping, technology, and office management.
- Serve as the HIPAA Security Officer for Converge, ensuring annual staff training on HIPAA protocols as well as connecting with clinical partners' HIPAA Privacy Officers to ensure compliance with HIPAA policies and procedures.
- Oversee the administration of staff benefits in conjunction with an external vendor.
- Operate with an eye towards improvement and effectiveness, including updating and/or implementing the department's overall policies and procedures.
- Staff and manage a 5-member finance committee of the board, engaging the committee as thought partners and advisors. Prepare for and present financial reports at quarterly board meetings.
- Work across teams (e.g., development, programs) and serve as a helpful resource for staff and translate financial information in ways that staff can easily understand.
- As a member of the leadership team, contribute to the overall strategic direction of the organization and foster a culture that reflects Converge's values and employee well-being.

WHO YOU ARE

- **You are a purpose-driven leader who is motivated by Converge's mission and values.** You are inspired to work towards a healthcare system where all people have access to quality, affordable, person-centered family planning care. You thrive in a rapidly growing organization that values humility, collaboration, high-performance -- and above all -- putting people first.
- **You are an experienced nonprofit finance professional with at least 10 years of experience.** You bring deep knowledge of all aspects of nonprofit financial management, including compliance, accounting, budgeting, reporting, and grants and contract management.
- **You are an analytical thinker with the ability to implement tactically.** You hold the "big picture" and take a hands-on approach to translating strategy into tangible activities. You have a track record in setting priorities and creating structures, processes, and procedures that foster financial health and organizational accountability.
- **You are an effective communicator who conveys information clearly and inspires trust.** You are emotionally astute and practice deep listening to understand others' perspective and needs. You translate complex financial concepts and collaborate with individuals who do not have finance backgrounds.
- **You are a tech-savvy and well-organized doer.** You bring expert knowledge of commonly used accounting and reporting software inclusive of QuickBooks and Excel. You have strong organizational skills and the ability to priority, multi-task, and work under deadlines, as well as manage the work of external vendors. Your work product is meticulous and error-free.
- **You are an adaptable, agile, and resourceful team player.** You possess a "get it done" attitude, with the ability to stay focused and nimble in a dynamic environment. You are a self-starter and willing to jump in and solve problems proactively.

The following qualifications are strongly desired but not required:

- Experience with federal grants management and reporting.
- Experience overseeing or working closely with human resources and business operations teams.
- Experience working with external auditors.
- Degree or certification in accounting, business, public administration, or a similar field

LOCATION, SALARY, AND BENEFITS

This is a full-time position that can be performed remotely anywhere in the U.S. or from Converge's office located in Ridgeland, Mississippi. The salary for his position is \$90,000 - \$99,000. Benefits include:

- Health insurance coverage through Blue Cross Blue Shield of Mississippi; dental insurance through Delta Dental; vision insurance through Eye Med; life insurance
- Insurance premiums for employees and dependents covered 100% by Converge
- Vanguard SIMPLE IRA plan with a 3% match from Converge
- Paid vacation (15 days) and sick (10 days) leave per Employee Manual, with additional days based on length of time at Converge
- Paid Parental Leave
- Flexible work schedule and remote or hybrid work environment

TO APPLY

If this opportunity calls out to you, please [apply here](#) or send the following to @jobs@convergegems.org 1) your resume and 2) a targeted cover letter that explains your interest in Converge and the Director of Finance position. Please address your cover letter to Co-Executive Directors Ms. Jamie Bardwell and Ms. Danielle Lampton. We review applications on a rolling basis and strive to get back to applicants within two weeks.

Converge is an equal opportunity employer. Converge prohibits discrimination against employees, applicants, and other covered individuals with regard to hiring, assignment, training, promotion, discipline, compensation, and other terms and conditions of employment because of race, color, creed, ethnicity, religion, national origin or ancestry, political affiliation, age, sexual orientation, marital status, sex (including pregnancy), gender (including gender identity), disability, genetic information, veteran status or service in the uniformed forces, or any other characteristic protected under applicable federal, state, or local law.

Converge has retained DH Search to lead the search for a Director of Finance. DH Search partners with mission-driven organizations to hire the people they need to create a more just and equitable world. Learn more at www.dhsearch.net.