

Director of Finance and Business Operations National Institute for Excellence in Teaching (NIET)

The Director of Finance and Business Operations provides leadership, management and oversight for all fiscal activities related to the operations of NIET. The duties will include general accounting, fund accounting, internal auditing, budgetary development and control, financial analysis and forecast, cash flow monitoring, and development of monthly status reports. This position will be directed by the President and Chief Executive Officer of NIET. *This position will be located in Fayetteville, AR.*

Main Duties include:

- Develop organization's annual budget and cash flow projections;
- Oversee preparation of regular financial statements/reports (to include accounts payable reconciliation, accounts receivable reconciliation, cash flow report, and balance sheet audits), annual or other fiscal reports for each program as required by funding agencies, senior management or organization chairman;
- Oversee charitable solicitation registrations;
- Development of independent payroll system, including administration of benefits;
- Work with auditor(s) in the preparation of annual Audited Financial Statements and tax returns;
- Perform analysis of general ledger to include: cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, journal entries for adjustments to the general ledger, and invoices;
- Revise and implement fiscal policies and accountability and control procedures (including the cost accounting system), and analyze and report variances;
- Managing federal grants including utilizing federal grant system, overseeing reimbursement and fund distribution processes, and establishing indirect cost rate with US Department of Education;
- Allocate administrative and indirect costs in accordance with current allocation plan, and apply for indirect cost rates;
- Assessment of risk management and public support calculations;
- Develop long-term sustainability and growth strategies and provide guidance to the President/CEO;
- Oversee upgrade of computerized fiscal management system, including ongoing analysis of software needs; and
- Train, supervise, and evaluate Accounting and Finance Department personnel.

NIET Senior Officer

- Serves as a member of senior staff and adviser to Chairman and Founder; and
- Represents NIET at meetings and conferences as needed.

Recommended Qualifications:

- Master's degree in accounting, finance, or business administration;
- 5-9 years of senior-level, hands-on accounting/financial management experience with at least 5 years of experience in a supervisory capacity;
- Ability to manage complex funding sources and issues;
- Strong computer, communication and organizational skills;
- Working knowledge of federal accounting and audit requirements and of grant budget preparation; exposure to A133 audit is preferred;
- Non-profit experience preferred;
- Leadership and initiative in identifying and addressing emerging problems;
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles;
- Knowledge of automated financial and accounting reporting systems;
- Work requires professional written and verbal communication and interpersonal skills; and
- Demonstrated ability to interact professionally with vendors, school district business offices, federal officials, outside partners preferred.

To Apply:

Please submit resumes to jobs@tapsystem.org.

No phone inquiries please.

Background on NIET and the TAP System

In 1999, the Milken Family Foundation introduced TAP: The System for Teacher and Student Advancement (www.tapsystem.org), a new initiative developed to restructure and revitalize the teaching profession. TAP's comprehensive, research-driven reform model provides differentiated compensation for teachers based on teachers' performance in the classroom and the performance of their students; a fair, transparent accountability system; continuous on-site professional development; and career advancement opportunities. In 2005, the growing recognition of teacher quality issues, coupled with TAP's increased implementation and support, catalyzed the establishment of an independent, non-profit 501(c)(3) public charity known as the National Institute for Excellence in Teaching (NIET). TAP is implemented as a partnership between NIET and sponsoring agencies such as state departments of education and/or public and private school districts and schools. In 2011, NIET created the Best Practices Center (www.niet.org/bestpracticescenter). With proven results and leadership in educator effectiveness, the Best Practices Center works with states, districts, and schools that are rethinking teacher evaluation and the support systems that are needed for improvement. NIET is located at 1250 Fourth St., Santa Monica, CA 90401. www.niet.org

