



U.S. BLACK CHAMBERS, INC.

The National Voice of Black Business

Job Description - Director of Finance & Accounting

The U.S. Black Chambers is looking for a highly motivated, professional, and analytical Director of Finance & Accounting to join the team at their Washington, DC location. This position is responsible for the financial management and administration of the organization including planning, analyzing, financial projections and daily accounting management to drive financial performance for the organization. The candidate will report to the Executive Manager and will be working closely with the executive team. The ability to work in a fast-paced environment with strong attention to detail is essential.

Responsibilities

- Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions)
- Prepare monthly and quarterly management reporting
- Participate in strategic data analysis, research, and modeling for senior company leadership
- Support project analysis, validation of plans, and ad-hoc requests
- Manage the company's financial accounting, monitoring, and reporting systems
- Work directly with the external accounting manager and CPA (e.g., general ledger, segregated bank accounts for programs, budget alignment for grants, grant financial reporting, etc.)
- Set financial management process for organization (e.g., expense policies, travel policies, etc.)
- Oversee new access to capital development/management of USBC investment strategies, forecasts, projections, and actuals
- Manage allocations for grant programs and corporate programs
- Ensure compliance with accounting policies and regulatory requirements
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.
- Write financial reports on the program for management
- Positively influence others to achieve results that are in the best interest of the organization

Preferred Qualifications

- Bachelor's degree in Finance or Accounting; CPA a plus
- 5-8 years of experience in accounting and/or financial analysis
- Ability to synthesize large quantities of complex data into actionable information
- Ability to work and effectively communicate with senior-level business partners
- Excellent business judgment, analytical, and decision-making skills
- Knowledge of financial reporting and data mining tools such as SQL, Access, etc.
- Strong demonstrated use of Excel, Word, and PowerPoint
- Understanding of accounting practices and procedures.
- Proficient with Microsoft Office Suite and databases.
- Excellent verbal and written communication skills.

Company Overview

The US Black Chambers, Inc. (USBC), a national network of Black Chambers of Commerce, is committed to providing visionary leadership and advocacy in the realization of economic empowerment. Through the creation of resources and initiatives, we support African American Chambers of Commerce and business organizations in their work of developing and growing Black enterprises across the U.S. For immediate consideration, please submit your resume and cover letter to careers@usblackchambers.org.

Equal Opportunity Employer