



Finance Director Vacancy Announcement

The Sarcoma Foundation of America (SFA) seeks a Finance Director with strong analytical competence, exceptional numerical proficiency, and excellent communication skills.

The Sarcoma Foundation of America (SFA) is the largest funder of private research in the sarcoma community and an organization dedicated to raising sarcoma awareness. SFA advocates for increased research to find new and better therapies to treat patients. The organization raises money to privately fund grants for sarcoma research and education and advocacy efforts on behalf of the entire sarcoma community. Since its inception in 2000, the Sarcoma Foundation of America has invested over \$14 million in research, including over 200 sarcoma research grants, eight American Society of Clinical Oncologists (ASCO) Young Investigator Awards, two Advanced Clinical Research Awards (ASCO) Conquer Cancer Foundation Awards, and two ASCO Conquer Cancer Foundation Career Development Awards. We have also provided direct funding to sarcoma center programs across the country and internationally.

Reporting to the CEO, the Finance Director will work with the CEO and across the organization to support the organization's short- and long-term strategic goals. The Director will provide financial oversight for the organization and be responsible for the entire range of financial management, from daily operations to high-level management.

Summary of Responsibilities

- Oversee the annual finance planning/budgeting processes and prepare the annual operating budget. Work with staff to develop/implement program and organizational budgets.
- Prepare monthly profit/loss, balance sheet, and cash flow financial statements. Monitor, interpret, and present financial results of operations and programs each month.
- Coordinate and lead the annual audit process, liaise with external auditors, and prepare the IRS 990 form.
- Oversee licensing, Secretary of State reporting, annual tax exemptions, insurance, and reporting requirements; assess any changes necessary.
- Oversee payroll, payroll liabilities, and PTO accrual.
- Create and maintain excellent financial controls, policies, and procedures.
- Ensure efficient functioning and documentation for all financial systems, including receipts, disbursements, billing, bookkeeping, budgeting, and accounting.
- Supervise the Finance and Administration Manager and the Accounting Clerk
- Manage organizational cash flow and forecasting.
- Update and implement accounting practices; update the finance department's policies and procedures manual.
- Prepare quarterly financial reports for finance committee and board of director meetings. Liaise with the investment firm and prepare requested reports.

- Submit the final audit and 990 to a third-party vendor for state registration renewals.
- Ensures effective management and support of internal information systems, computer hardware and software, and all network infrastructures.

Experience

- Minimum of a BA, ideally with an MBA/CPA or related degree.
- At least ten years of overall professional experience; ideally, eight-plus years of broad financial and operations management experience at a senior level, ideally in the non-profit sector.
- Demonstrated ability to design and implement financial and operations management best practices.
- Solid knowledge of non-profit organizations, GAAP standards, and fund accounting.
- The ideal candidate has experience in final responsibility for the quality and content of all financial data, reporting, and audit coordination.
- Ability to translate financial concepts to, and to effectively collaborate with, programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with various internal and external stakeholders.
- A multi-tasker who can wear many hats in a fast-paced environment.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and proactively impact both strategic and tactical finance and administration initiatives.

This position is exempt/full-time. The staff works primarily remotely; however, some members of the staff travel to the office infrequently throughout the month to complete tasks and prepare for events. This position will be required to go into the office as needed. SFA's office is in Montgomery County, Maryland, outside Washington, DC.

Please email your resume and cover letter with salary requirements to hr@curesarcoma.org with the subject line "Finance Director." Resumes will not be accepted without a cover letter or email. No phone calls, please. SFA is an equal-opportunity employer and welcomes applications from all.