



Join Our Team as the Director of Finance and Accounting!

The Nathan Cummings Foundation (NCF) seeks a Director of Finance and Accounting (DFA) to oversee and direct our financial operations. The DFA will bring strategic insight, expertise in accounting principles and regulations, and a deep commitment to our [values](#) and interconnected goals of racial, economic, and environmental justice (REEJ).

If you're a proactive leader with a comprehensive background in financial management and a passion for driving equitable change, we encourage you to apply.

To explore this role further, please review the position description below and submit your resume with an optional cover letter to Recruit@nathancummings.org. With your submission, kindly indicate where you saw this job posted (e.g., LinkedIn, company website, job board, referral, etc.).

Alternatively, consider sharing this opportunity with individuals who embody NCF's values and align with the qualifications for this role.

Join us in shaping a more just society and making meaningful social impact!

Sincerely,
The NCF Team



DIRECTOR OF FINANCE AND ACCOUNTING

WHO WE ARE

The Nathan Cummings Foundation (NCF) is a multigenerational family foundation rooted in the Jewish tradition of social justice. NCF envisions a future where all people, in body and spirit, breathe freely, care for each other, and flourish in just, regenerative, and loving communities. We are guided by our [core values](#) of justice and equity; interdependence; learning and listening; courageous transformation; and integrity as we partner with social movements and organizations that have creative and catalytic solutions to NCF's interconnected goals of racial, economic, and environmental justice (REEJ).

HOW WE COLLABORATE

At NCF, collaboration is the cornerstone of our culture. We actively cultivate a highly collaborative atmosphere centered on cross-departmental teamwork, with staff members participating in various organization-wide committees, working groups, task forces, and REEJ-specific solutions teams. Our team embodies a collaborative, open, and inquisitive approach that encourages innovation, introspection, and creativity.

We place a strong emphasis on developing influential leaders who can elevate team performance, both individually and collectively. We also prioritize nurturing a high level of emotional intelligence within our staff, enabling them to establish trust and credibility with colleagues and partners across the organization. These qualities are integral to our collaborative approach and are central to the achievement of our mission.

THE ROLE

The Director of Finance and Accounting (DFA) is a senior finance officer whose role is to oversee and direct the Foundation's financial operations. They will be a strategic thinker and thought partner with a solid background in accounting principles, practices, and financial regulations. Reporting to and partnering with the Vice President of Finance and Mission Investing (VPF&MI), the DFA will play a mission-critical role that will include directing accounting and audit processes, contributing to the development of internal control procedures and guidelines, evaluating, and improving systems and procedures for accounting and finance activities. The DFA is a proactive leader that utilizes strong communication, listening, and prioritization skills with a high level of discretion.

WORKING RELATIONSHIPS

The DFA will lead the accounting team, which is currently outsourced to a professional accounting firm. In addition to their managerial duties, the DFA will serve as a trusted advisor and hands-on leader, promoting collaboration with all other teams and departments. This role will report to and maintain a close working relationship with the VPF&MI. This role will also maintain a close working relationship with the People and Culture Team.

PRINCIPAL RESPONSIBILITIES

Financial and Accounting Leadership & Oversight, Planning, and Reporting

- Coordinate and supervise audit and internal financial control processes.
- Oversee tax activities, including excise tax estimates, federal and state return preparation, and payroll-related tax issues, serving as the primary point of contact for staff and working with NCF's external tax team.
- Oversee and ensure preparation of the annual budget, accurate financial forecasts, variance analysis, and other financial planning tools as needed.
- Oversee the production of periodic financial reports and analyses, ensuring compliance with accepted accounting principles and financial reporting standards.
- Present recommendations to management on short-term and long-term financial objectives and policies.
- Keep the VPF&MI and leadership informed on all material financial tax and accounting matters.

- Develop and oversee accounting policies and procedures, financial analysis, and cash flow forecast for a \$450 million, multi-asset-class portfolio.
- Develop and oversee accounting policies and procedures, financial analysis, and cash flow forecasts for a \$22 million program-related investment (PRI) initiative.

Accounting Controls and Integration

- Develop and maintain a strong monthly closing process to ensure accurate financial information is available to support timely and effective decision-making.
- Collaborate with senior leaders and staff to develop systems and integrate software for effective monitoring, analysis, forecasting, and reporting.
- Provide consultation, education, and training to staff and departments on financial policies and systems.

Cross-Functional Collaboration and Team Development

- Mentor finance staff, supporting and encouraging their professional development and promoting a culture of continuous learning and improvement.
- Monitor achievements and document successful practices.
- Foster trust and collaboration among team members, managing change with flexibility and poise.

Leadership and Strategy

- Delegate effectively to promote efficient processes and enhance collaboration.
- Address challenges with innovative, sustainable solutions, driving tangible results.
- Continuously assess the effectiveness of strategies and initiatives to drive improved outcomes in the department.
- Stay updated on industry developments and emerging trends.

Project Management and Administration

- Efficiently plan, execute, and oversee projects, ensuring alignment with foundational goals and timelines.
- Maintain organized records, prepare material, and facilitate effective communication of relevant work information.
- Manage time, and workload and employ the foundation's resources to meet project and administrative requirements effectively.
- Communicate with internal and/or external stakeholders, ensuring clear and timely information exchange.
- Fulfill occasional administrative responsibilities to support daily operations.

QUALIFICATIONS

- Degree in Finance, Accounting or related field and/or CPA or MBA preferred.
- Proven experience as a Finance or Accounting Director or in a senior finance role.
- Strong expertise in coordinating and supervising audits, overseeing tax activities to ensure compliance, and knowledge of generally accepted accounting principles.
- Proven ability to lead the development and enhancement of internal controls, guidelines, and systems for effective financial monitoring, analysis, and reporting.
- Extensive experience in strategic financial leadership, including developing and implementing financial objectives and policies.
- Demonstrate knowledge and a deep commitment to philanthropy, social justice, racial equity and justice, and NCF's pursuit of REEJ.
- Highly adaptable and self-driven team player, fostering a safe and inclusive environment.
- Effective leadership and mentoring skills to foster team growth, address challenges innovatively, and serve as a strategic advisor to the leadership team.

SALARY RANGE: \$190,000.00 – 210,000.00. At NCF, fairness and transparency shape our compensation. Salaries for all positions are evaluated by applicable qualifications and experience, leveraging data obtained through third-party benchmarking, aiming to fall close to the median salary range.

LOCATION: This remote position is open to candidates residing within the United States, aligning with our operating hours of 9:30 am to 5:30 pm Eastern Time. Please note, this role currently requires in-person organization days twice a month in New York City.

AS AN NCF TEAM MEMBER, YOU WILL ENJOY:

- **Health Care Plans:** We pay 100% of the health care premiums plans (medical, dental, and vision) for you and your dependents, , effective on the first day of your first full month of employment.
- **Employer Retirement Plan:** We contribute 15% or more to your retirement plan whether you participate in our employee-contributed 403b plan with targeted fund options.
- **Parental Leave:** We provide 12 weeks paid leave for new, birth and non-birth parents.
- **Professional Growth:** After one year of employment with the foundation, we offer up to the IRS maximum allowance towards eligible tuition reimbursement, in addition to other professional development opportunities.
- **Paid time off:** We offer a competitive PTO package, in support of a healthy work-life balance, inclusive of 12-13 paid holidays, 10 Summer Fridays, and the last week in December off.

COMMITMENT TO RACE EQUITY, AND INCLUSION AND EQUAL EMPLOYMENT:

As a foundation focused on racial, economic, and environmental justice (REEJ) in our work and investments, we're deeply committed to diversity, equity, and inclusion. This commitment is reflected in how we work together internally and with our external partners. It's also reflected in how we hire. Regardless of how you identify, we encourage you to apply for this role if you meet most qualifications outlined above.

NCF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of the individual's race or color, religion or creed, caste, national origin, alienage or citizenship status, sex (including pregnancy), gender identity or expression (including the use of preferred pronouns), sexual orientation, sexual and reproductive health decisions or decision making (of employees or their dependents), height, weight, marital or familial status, military or veteran status, caregiving circumstances, gender-based violence survivor status, credit or salary history, age, disability, genetic information or predisposing genetic characteristics, pre-employment arrest record, or any other characteristic protected by applicable law.

CLASSIFICATION OF EMPLOYMENT: This is an exempt position.