

**Parent to Parent of Georgia  
Position Announcement  
Director of Finance**

**Organizational information:**

Parent to Parent of Georgia's mission is to support families impacted by disability or special health care needs. Our vision is to be the source of support and information so that those with disabilities can live full lives.

Parent to Parent of Georgia started in 1981 by matching parents who had experience with disabilities with those who did not. Since then, we have become a disability leader in Georgia. P2PGA provides a range of supports to families impacted by disability. We are the Central Directory for Babies Can't Wait, Georgia's Early Intervention Program for infants and toddlers with developmental delays/disabilities as well as the Parent Training and Information Center for Georgia. We serve as Georgia's Family to Family Health Information Center and as the "home" for the Navigator Teams that serve more than 65 counties. We provide a comprehensive searchable database of over 5,000 resources and an online Roadmap to Success, both of which are accessible online and by telephone contacts with our staff.

**Overview of position:**

Parent to Parent of Georgia (P2PGA) seeks a Director of Finance to lead and develop an internal team to support the following areas: financial management, business planning and budgeting, grants management, and administration. This person will serve as a key member of the leadership team in financial decision-making that affects the organization, and provide strategic financial input to the Chief Executive Officer (CEO), other members of senior management and the board of directors.

P2PGA seeks a highly skilled accounting professional with an eye to continuously developing and improving our financial systems and operations. We are looking for a leader who excels in a collaborative environment and shares our commitment to creating an organization well-structured to support families and individuals in Georgia impacted by disabilities

**Primary roles and responsibilities (a full job description will be shared with candidates selected for interviews:**

- Oversees all accounting and finance functions, and is responsible for day-to-day revenue transactions.
- Prepares and finalizes monthly and annual financial statements and budget reports for P2PGA senior management and board of directors.
- Analyzes and interprets fiscal data for P2PGA senior management and board of directors.
- Prepares forecasting and cash flow analysis reports for general operations.
- Ensures accounting transactions conform and comply with generally accepted accounting procedures and practices, as well as grant-funded regulations.
- Institutes necessary financial management controls and assures fiscal integrity.
- Oversees annual external audit.
- Responsible for cash management, including banking arrangements, credit cards, maintaining appropriate account balances and cash flow forecasting.
- Works with senior management to prepare the organizational budget at the beginning of each fiscal year and obtain approval from the board of directors.
- Works with senior management to develop and monitor grant and program budgets.

- Prepares budget versus actual reports to assist senior management in grant fiscal management.
- Engages actively in the organizational life of P2PGA.

Minimum qualifications:

Bachelor's degree in accounting, finance or related field from an accredited four-year college or university or equivalent combination of education and experience required. Minimum of seven year's progressive experience in finance or accounting and operations management; nonprofit experience preferred. Advanced computer skills (Sage 50 and MS Office proficiency preferred), including a working knowledge of software related to word processing, spreadsheets, email, and contact management also required.

Compensation:

Salary range is \$55,000 to \$70,000. P2PGA offers excellent benefits, including health insurance, dental and vision insurance, retirement, and generous leave and paid holidays.

To apply:

Please email a cover letter, resume, and two references by close of business on Friday, November 8, 2019 to [FinanceDept2019@p2pga.org](mailto:FinanceDept2019@p2pga.org) (use subject line: Director of Finance). The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. Please also include your salary expectations.

E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position; please do not call.

**Parent to Parent of Georgia is an Equal Opportunity Employer  
and encourages all qualified applicants to apply.**