

Director of Finance and Accounting

NAMI Tennessee

The National Alliance on Mental Illness Tennessee (NAMI TN) is a statewide, grassroots non-profit comprised of a network of affiliate chapters and support groups, staff and volunteers that provide information, education and support to all families, individuals and communities affected by mental illness. NAMI TN's public policy work includes advocacy for community-based supports without discrimination or stigma for all who are affected by mental health conditions.

Job Summary

The ideal candidate is a leader who can provide guidance and oversight finance for a non-profit organization with budget of \$1.6 million. The candidate will have responsibility for directing and coordinating all activities concerned with financial administration, general accounting, forecasting, budgeting, profit and loss reports, state invoicing, fiscal compliance and financial and statistical reporting with the assistance of our experienced financial resources coordinator. This position reports to the agency Executive Director and board treasurer.

Job Responsibilities

- Provide management of agency finances
- Oversee forecasting, budget preparation, and billing
- Ensure compliance with accounting and government fiscal oversight mandates

Qualifications

- Strong grasp of non-profit accounting
- Experience in supervising accounting/finance staff
- Knowledge of state contracting, invoicing, and financial reporting
- Solutions-oriented, creative, and flexible
- Have a positive attitude, be a team player, and find creative solutions
- Excellent written and verbal communication skills
- Proficient with QuickBooks

- Able to attend meetings in person in Nashville, Tennessee

Benefits

Flexible schedule, work from home

How to Apply

Send resume and letter of interest to info@namitn.org. Please use the following in the “subject line” of the email: Full Name, Director of Finance and Accounting position

No phone calls, please.

Details

Type: Contract, Remote

Job Function: Finance

Service Area: Health (Physical, Mental)

Salary Range: Negotiable

Working Hours:

Start date: 11/1/2022