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# EXECUTIVE SEARCH ANNOUNCEMENT

**Organization:** The Greater Washington Urban League  
**Position:** Director of Accounting & Risk Management  
**Work Location:** In-Office / Hybrid  
**Location:** Washington, DC 20009  
**Salary:** \$110,000 to \$125,000 –  
commensurate with experience

## ABOUT THE GREATER WASHINGTON URBAN LEAGUE

The Greater Washington Urban League (“GWUL” or “The League”) is on a mission to achieve a racially equitable metropolitan area and aim to ensure all Greater Washington regional residents benefit from the rewards of full citizenship. For decades, the League has stood on society’s front lines, serving as both a safety net and facilitator of opportunity in Washington, D.C., Montgomery County, and Prince George’s County, Maryland. As one of the region’s longest-standing civil rights organizations, the League continues to carve a distinct path towards justice and fair play by putting families first and focusing on the needs of children, the elderly, and everyone in between. GWUL has touched more than three million lives since 1938, guiding them down the road to self-sufficiency.

The Greater Washington Urban League is a 501(c)(3) non-profit civil rights and community-based organization. It is a member agency of the United Way of the National Capital Area and among the largest of over 80 National Urban League affiliates in the United States. GWUL is a HUD certified agency and employs staff that are certified financial counsellors. GWUL will continue to advance racial equity as a mechanism to achieve equality while also fueling the acceleration of economic self-reliance, political parity, and physical and mental wellness.

## ABOUT THE ROLE

The Director of Accounting & Risk Management is responsible for supporting the Chief Administrative and Financial Officer (CAFO) in establishing and maintaining accounting controls and procedures. Reviewing, and analyzing all financial reports, and assisting in the identification and resolution of organizational risks. The incumbent will direct and coordinate the financial activities of department staff including reviewing financial documents and records for accuracy as well as all financial documents used to prepare the administrative and loan requisitions.

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## KEY RESPONSIBILITIES

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Accounting and Financial Oversight**

- Oversee the organization's daily accounting functions including general ledger, accounts payable, accounts receivable, and client accounting.
- Manage all aspects of the chart of accounts, general ledger, subledgers, and accounting modules for the ERP system.
- Manage the monthly, quarterly, and yearly close processes and ensure the timely preparation of accurate, periodic financial statements.
- Coordinate external audit activities.
- Supervise the documentation of Standard Operating Procedures (SOPs) and update policies.

### **Risk Management**

- Research accounting issues for compliance with generally accepted accounting principles.
- Develop and enforce robust internal controls to ensure the integrity of financial information, safeguard assets, and prevent fraud.
- Conduct risk assessments and implement strategies to mitigate financial risks.
- Ensure compliance with all relevant financial regulations and standards.

### **System and Process Integration**

- Lead the implementation of new accounting systems and ensure alignment with financial controls.
- Partner with IT and other stakeholders to optimize processes and integrate risk management within financial operations.

### **Leadership and Team Management:**

- Lead and mentor the finance team members, fostering a culture of excellence and continuous improvement.
- Provide training and development opportunities to ensure the team's skills and knowledge remain current.
- Collaborate with other directors and department heads to drive strategic initiatives and business performance.

### **Strategic Support**

- Assist with the preparation of annual budgets, quarterly forecasts, monthly estimates, and variance reports.
- Collaborate with the CAFO to develop financial strategies that support the organization's mission.
- Provide insights into financial risks associated with operational decisions or program innovations.



## QUALIFICATIONS

- Bachelor's Degree (BA / BS) in Accounting, Finance or the equivalent. Master's degree preferred.
- Certified Public Accountant (CPA) certification is preferred;
- 10+ years of finance/accounting experience in non-profit financial management;
- Strong working knowledge of accounting practices and principles, including GAAP, banking, and the reporting of financial data;
- Strong verbal and written communication skills.
- The ability to listen to and understand information and ideas presented verbally or through spoken words and sentences.
- Must be detail-oriented and possess organization and critical thinking skills.
- Proficiency in financial software and systems, with advanced Excel skills.
- Experience with Blackbaud Financial Edge NXT, preferred.
- Must be legally authorized to work within the United States;
- Must successfully complete a criminal background investigation; Must successfully complete a criminal background investigation.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds.



### How To Apply

GWUL has retained Impact Search Advisors by Nonprofit HR as their Executive Search Partner for this important hire. To be considered, applicants must submit a **resume and cover letter** via the Nonprofit HR website at <https://nonprofithr.applytojob.com/apply/FDpCe6Uoyo>

**Priority will be given to applicants who apply before March 28th, 2024**

**Please direct inquiries regarding this search to Hakimu Davidson, Senior Executive Search Consultant at [hdavidson@nonprofithr.com](mailto:hdavidson@nonprofithr.com)**

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