

Director of Finance

Society for Pediatric Research

Employer Overview: The Society for Pediatric Research (SPR) is a 501c3 nonprofit organization that promotes child health through a flourishing community of diverse researchers at the forefront of scientific discovery, and supports its network of researchers through collaboration, community, mentorship and advocacy. The SPR Central Office supports several pediatric societies (see below).

Position Summary: The Director of Finance is responsible for oversight of the financial affairs of all societies administered from the SPR Central Office (CO), including the [Society for Pediatric Research \(SPR\)](#), the [American Pediatric Society \(APS\)](#), [Pediatric Academic Societies \(PAS\), Inc.](#), the [International Pediatric Research Foundation \(IPRF\)](#), and the [Midwest Society for Pediatric Research \(MSPR\)](#). This includes overseeing accounting, budgeting, financial reporting, investments, financial planning and analysis, and audits, while leading business planning, business model development, and assuring all financial matters align with GAAP, government regulations, and best management principles and practices.

The Director of Finance serves as the lead on financial administrative matters for the Central Office, and partners with the Societies' Executive Directors to effectively carry out the visions and missions to ensure their financial sustainability. This position reports to the Executive Director of the American Pediatric Society/Society for Pediatric Research and Executive Director of Pediatric Academic Societies, Inc.

Moderate travel (up to 4 times per year) is required.

Responsibilities:

1. Lead the near- and long-term business planning and business model development necessary to ensure the financial sustainability of Societies supported by the CO. Identify, analyze, and model revenue growth and diversification opportunities; identify, model and analyze risks to financial sustainability and suggest mitigation options; develop forecasts and metrics to ensure financial sustainability of CO supported Societies and the PAS Meeting.
2. Lead the financial management and accounting operations of the Societies and the PAS Meeting, including preparation of annual budgets, revenue and expense forecasts, reports and analysis of operations; ensure fiscal alignment with organizational vision, mission, and strategy and near- and long-term financial sustainability.
3. Ensure timely, clear, and accurate reporting of financial information; present and discuss finances with the Executive Directors and leaders of Societies administered at CO.
4. Oversee tax preparation and filings of all required federal, state and regulatory forms for the Societies. Select and engage outside accounting firms to perform audits and implement audit recommendations, as needed.
5. Monitor alignment of revenues and expenditures within approved budgets; present risks and mitigation options to Executive Directors and Society and PAS Meeting leadership in a timely, clear fashion; create reforecasts, as needed.
6. Responsible for the internal administrative matters of the CO, including: payroll and benefits tracking; compensation analysis; staff recruitment, retention, and development strategies; work with Executive Directors to evaluate, establish, and modify CO policies and procedures.

7. Assist in evaluation of vendor proposals, providing financial guidance during the evaluation process; negotiate to assure contracts are financially aligned with Society budgets; oversee contracts administration and renewal.
8. Manage a small staff of accounting professionals responsible for the day-to-day input and operational requirements of the finance department.
9. Assist with other duties and special projects as requested by the Executive Directors.

Education: Bachelor's degree in Accounting. CPA preferred.

Experience: 8+ years of directly applicable experience. Experience in non-profit with academic, scientific, or medical orientation preferred. A minimum of 2 years in a managerial role is required. Experience with Human Resource management is preferred.

Skills:

- *Software Knowledge:* Proficiency with Sage Intacct or similar accounting software and Microsoft Office, particularly Excel.
- *Strategic Thinking:* Ability to see the big-picture and think strategically about the needs of the organizations to provide appropriate guidance.
- *Communication:* Excellent verbal and written communication skills and ability to effectively communicate with all levels of an organization.
- *Prioritization:* Ability to multi-task and effectively manage and prioritize multiple assignments.
- *Organization:* Detail oriented and highly organized.
- *Problem-Solving:* Strong analytical and problem-solving skills.
- *Staff and Performance Management:* Manage staffing, scheduling, evaluations and performance in coordination with managers and the Executive Directors, while managing a small team inspiring them to do their best work.
- *Broad Expertise:* Enjoy working in a collegial environment and being responsible for a wide variety of areas.
- *Virtual Proficiency:* A commitment to working in a virtual environment by completing work accurately and on time, while inspiring team members to do the same.

Location: Fully remote in the United States

Salary and Benefits:

- Salary: \$135,000-\$155,000 commensurate with experience
- Benefits:
 - Medical, dental and vision insurance
 - Generous 403(b) retirement plan contribution (6% of employee salary contributed by organizations)
 - Health care FSA and dependent care FSA offerings
 - Ample paid time off and Extended Illness Bank to be used for short-term disability
 - Term life, AD&D, LTD coverages

Contact:

To express interest, please share a resume and cover letter with salary requirements to jobs@aps-spr.org.