



**Title: Finance Director**

**Reports to:** Deputy Director

**Status:** Full-time, exempt

**Location:** Tucson, AZ

**About Earn to Learn**

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*Earn to Learn* empowers low-to moderate-income students to successfully complete college through matched-savings scholarships, financial education, and unique success coaching. *Earn to Learn* currently partners with the Arizona Board of Regents, Arizona State University, Northern Arizona University, University of Arizona and the U.S. Department of Health and Human Services. *Earn to Learn* to date outperforms typical university student retention programs and has been asked to pilot a national version of its unique Arizona program.

**Position Summary**

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Reporting to the Deputy Director as a key member of the Earn to Learn team, the Finance Director is responsible for developing and carrying out a financial strategy that meets the organization’s strategic financial goals. The Director is expected to develop and implement next generation financial policies and procedures in a startup environment. This is an exceedingly challenging opportunity for someone with a proven track record of creative problem-solving and change management to join a fast growing, mission-driven organization.

**Qualifications**

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- Bachelor’s degree in accounting or related field; master’s preferred.
- Minimum five years’ experience in finance and/or business operations.
- Proven track record of financial management, business strategy, and business process creation and refinement.
- Passion for and commitment to equity and community change.
- Ability to independently design, implement and successfully complete complex projects.
- Knowledge of university grant accounting, non-profit management required. .
- Demonstrated success leading financial oversight and budget development, especially in a startup environment. Non-profit or university experience heavily preferred.
- Superior oral and writing skills, including oral presentations

**Primary Responsibilities**

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1. **Financial Management and Oversight**
  - a. Develop and manage financial plans and reports for presentation to the Executive Director and Board of Directors
  - b. Provide monthly progress reports, related to finance activities to Deputy Director as Requested
  - c. Ensure timely and accurate performance of financial operations and activities, including continuing improvement of operational accounting services, including procurement, 403-B Plan, grant payment processing, and more
  - d. Assure compliance of business policies, accounting practices, GAAP and federal and state regulations
  - e. Support and advise the Deputy Director and Executive Director in financial decision-making
  - f. Manage the preparation of payroll and payment of all payroll taxes
  - g. Manage accounts receivable and accounts payable



- h. Work with the Deputy Director and Executive Director to plan and execute the budget and audit process
- i. Manage credit card, mileage and other reconciliations monthly
- j. Secure, manage and monitor prudent insurance coverage

## 2. IDA /Income Verification Management

- a. Work with AFI/CFED to ensure compliance with AFI guidelines
- b. With the Program Director, timely complete all income and grant reports
- c. Manage all financial matters/relationships with Financial Institution Partners (FIPs)
- d. Oversee income verification policies, processes and procedures
- e. Provide continuing staff training and assist with complex income verification issues
- f. Assure that all student applicants meet scholarship income and net worth requirements
- g. Oversee student IDAs to ensure monthly transactions are posted properly and accounts reconcile
- h. In partnership with the Program Director and FIP's, oversee bi-annual wire transfers

## Required Proficiencies and Specifications?

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- a. **Technology:** Proficiency with software, including but not limited to, Citrix, GotoTraining, RingCentral, Microsoft Office, Outlook, E-Tapestry, Facebook, Eventbrite, Dropbox, plus willingness and capability to pick up new software tools quickly.
- b. **Team Contribution:** Willingness to step outside the job description and contribute whenever needed to meet deadlines, fill gaps and achieve program objectives.
- c. **Off Hours Availability and Travel:** ETL meets the scheduling needs of its participants and partners; program demands often require flexible work hours and may exceed 40 hours per week, including evenings and weekends; required travel (10%) includes in-state regional team meetings.
- d. **Employee Handbook:** Complying with the ETL Employee Handbook is an essential job requirement; ETL reserves the right to change the Handbook without prior notice and will notify employees of such changes at the time. In case of any conflict between this job description and the Handbook, the Handbook will prevail.