

**Job Title: Director of Finance****Organization: Society of General Internal Medicine (SGIM)**

The Society of General Internal Medicine is a member-based internal medical association of over 3,300 of the world's leading academic general internists. The members of the Society advance the practice of medicine through their commitment to providing comprehensive, coordinated, and cost-effective care to adults, educating the next generation of outstanding physicians, and conducting cutting-edge research to improve the quality of care and clinical outcomes of all patients. SGIM's mission is to cultivate innovative educators, researchers, and clinicians in academic general internal medicine, leading the way to better health for everyone. We value:

- High-value, evidence-based, person-centered, and community-oriented healthcare
- Attention to population health outcomes and their social determinants
- Excellence, innovation, and leadership in education, research, and clinical practice
- Interdisciplinary collaboration and team-based care
- Collegiality, mentorship, and career development
- Diversity, equity, and inclusion

See if our vision and values align with yours at <https://www.sgim.org/about-us/vision--values>

**Location:** Alexandria, VA-based, remote hybrid

**Employment Type:** Full-time

**Job Overview:**

As the Director of Finance at SGIM, you will play a pivotal role in managing the financial health and benefits administration activities of our association. With an operating budget of \$4.5M and a dedicated team of 21 employees, SGIM collaborates with an accounting firm for bookkeeping support, and we are seeking a skilled and experienced professional to join us in overseeing financial operations, providing strategic financial guidance, and ensuring compliance with accounting standards and regulations.

**Key Responsibilities:****Accounting**

- Oversee financial and accounting functions, including billing, A/R, A/P, G/L, bank deposits.
- In line with the delegation of authority, manage contracts, payment, and banking arrangements.
- Control merchant card processing for corporate and member-related activities.
- Monitor and reconcile investment accounts.
- Support Annual Audit and preparation of Form 990.

## **Budgeting**

- Coordinate and develop, in conjunction with the relevant staff and leadership, all budgets, including those for operations, annual and regional meetings, and the Journal of General Internal Medicine.
- Participate in budget and cash flow projections.
- Ensure compliance with budgets, policies and procedures and the development and updating, as needed, of relevant finance and human resource policies and processes.
- Strive for continual improvement in the effectiveness and efficiency of SGIM.

## **Human Resources**

- Oversee outsourced payroll functions for staff and assist the Deputy CEO and CEO with any other financial and administrative aspects to support effective talent development and human resource management.
- Manage enrollment of annual benefits selections
- Process semi-monthly payroll and reporting and provide support for journal entries.
- In conjunction with the Deputy CEO, manage the annual review, updating and renewal of insurance policies and contribute to the ongoing risk assessment and organization-wide risk management processes.

## **Reporting**

- Manage month-end close activities and review and approve financial statements completed by outsourced bookkeeping.
- Prepare financial reports for the Executive and Finance committees.
- Prepare monthly financial statements, consolidated quarterly management reports and annual financial statements.
- Develop reports, including key performance indicators and metrics.

## **The position requires someone with the following attributes:**

- 5-7 years' finance and management experience, including strategic financial planning
- Proficiency in US accounting standards, including GAAP, with Excel, and in using accounting software such as Quickbooks Online are essential.
- Strong knowledge of Microsoft Office, Excel, and at least one commonly used accounting software (QuickBooks Online preferred).
- A good understanding of the financial and administrative aspects of human resource management including payroll and compliance with labor laws
- A Master's degree in Business, Accounting, Public Administration or Finance.
- Experience working in or with non-profit organizations and with Executive Boards.
- Excellent communication skills and a collaborative nature
- Excellent organizational, problem-solving, and project management skills.

**It would be advantageous if the position holder also had:**

- CPA license or equivalent
- Experience with Association Management systems (Membersuite preferred)

**Benefits:**

In addition to salary, SGIM provides stellar benefits, including employer-paid health, dental, and vision insurance, above-average 403b contribution, and a flexible work environment and professional development opportunities.

**How to Apply:**

Interested candidates should submit a resume, cover letter, and salary expectations to Kay Ovington, CAE, Deputy CEO. Please include "Director of Finance Application - [Your Name]" in the subject line. The application deadline is [date].

No phone calls, please.