Position: Director of Finance
Reports to: Executive Director
FLSA Status: Exempt
Starting Salary: $90,000, minimum
Location: New Orleans, LA (Hybrid)

About Disability Rights Louisiana
Founded in 1977 as the Advocacy Center of Louisiana, Disability Rights Louisiana (DRLA) is a 501(c)(3) not-for-profit organization that protects and advocates for the human and legal rights of people with disabilities of all ages across the State of Louisiana. Federally-designated as the Protection & Advocacy System for Louisiana, DRLA works to empower the disability community to live an integrated life, free from abuse, neglect and exploitation. We pursue our mission by providing free legal services, advocating for clients through the work done in our programs, changing systems through our legislative advocacy, and providing training and other helpful information to help people advocate for themselves.

Starting with a budget of just $64,000, a staff of four, and one office in New Orleans, DRLA has grown to an agency with a budget of almost $5 million and a staff of approximately fifty who work out of branch offices in New Orleans and Lafayette, and in field offices throughout the State.

The Position
DRLA seeks a full-time, experienced, and highly-qualified Director of Finance to help DRLA manage its large, complex, and growing portfolio of federal, state, and private revenues and expenditures that support our work and advance our mission. The Director of Finance reports directly to the Executive Director and supervises the other members of the Finance Team. The Director of Finance will be a thought partner to the Executive Director and DRLA program managers on how best to structure and implement the organization’s financial systems and processes to optimize each revenue stream, manage expenses, and stay in compliance with all legal and grant requirements.

The minimum starting salary for this position is $90,000, with room for negotiation based on experience. This position is structured as a hybrid position, with the Director of Finance expected to work out of the New Orleans office 2-3 days each week.

Essential Responsibilities and Functions

- With the Executive Director and other senior staff, develop the agency’s annual budget and monitor monthly performance against targets and cash flow.
- Oversee employees’ time reporting and allocation of expenses among programs.
• Support senior program staff in developing program- and grant-specific budgets and budget adjustments and being responsive to funders’ financial monitoring requirements.
• Manage multiple federal, state, and private grants and contracts, ensuring compliance with all funding restrictions and requirements, as well as DRLA financial policies and procedures.
• Regularly review and update DRLA’s financial policies and procedures to improve the agency’s systems and internal controls, and ensure compliance with the law, DRLA’s funders, and sound accounting principles.
• Manage DRLA’s accounting and audit consultants and consulting contracts.
• Manage, support, and ensure the timely and accurate completion of the organization’s annual audits and tax returns.
• Generally manage and/or oversee all other accounting and financial functions, including payroll, accounts payable, accounts receivable, cash management, and agency capital assets.
• Manage the other members of the finance team, including hiring, professional development, and performance.
• Support HR Manager as needed, including oversight of employee benefits.
• Manage the organization’s various insurance policies.
• Assist as needed in the purchasing, leasing, and maintenance of equipment and other contracts/agreements with major vendors.
• Prepare or oversee the preparation of regular reports to senior staff, the Board Finance Committee, and full Board of Directors both orally and in writing.
• Other duties as assigned.

Qualifications
• Flexibility, patience, and a good sense of humor required
• Bachelor’s or Master’s degree in accounting or finance preferred
• Experience with SAGE accounting software highly preferred
• Demonstrated experience with non-profit accounting and financial reporting
• Minimum 5 years’ relevant experience securing and expertly managing multiple federal and state grants and contracts, as well as private grants
• Demonstrated problem-identification, -analysis, and -solving skills
• Demonstrated understanding of cash management principles
• Demonstrated ability to communicate complex financial matters clearly and concisely, orally and in writing
• CPA preferred but not required
• Familiarity with HR a plus, but not required

Benefits

DRLA offers a competitive benefits package including:
• Health insurance (with agency contribution)
• Dental insurance
• Vision insurance
• Long-Term disability insurance
• Basic life insurance (fully paid by the agency)
• Voluntary life insurance
• Accident insurance
• Hospital indemnity insurance
• 401(k) retirement plan (with agency match and profit sharing plan)
• Flexible Spending Account (with agency contribution)
• Paid Time Off (vacation, sick, holidays)

**To Apply**
Please submit cover letter and resume to jwalterhouse@disabilityrightsla.org.

**Equal Opportunity**
Disability Rights Louisiana values diversity among our employees and is an equal opportunity employer. DRLA hires without regard to race, color, ancestry, national origin, religion, creed, age, disability (mental and physical), sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or any other protected characteristic.

We strongly encourage individuals with mission-aligned values and diverse identities to apply.

DRLA endorses and supports the intent of the Americans with Disabilities Act of 1990 (ADA) and is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees needing accommodations.