

Director, Finance

Location: Alexandria, VA

Salary Range: \$95,000 - \$140,000

Oversee the financial functions including accounting, helps in preparing the budget and external audits.

Ensure compliance with internal controls, policies, and procedures. Research and recommend revisions or new policies as needed.

Process and record accounts payable invoices (AP)

Facilitate AP approvals and payments.

Prepare and deploy customer invoices.

Reconciling or assisting staff in reconciling membership dues and invoicing receipts with member records to ensure accurate member databases.

Utilize cobalt/customer relations software to ensure invoicing and application of member dues and fees reflect current member status.

Process expense approvals and

