

LEADERSHIP PROFILE SEARCH ANNOUNCEMENT



DIRECTOR FOR FINANCE AND ADMINISTRATION American Academy of Religion Atlanta, Georgia

From its beginnings in 1909, the American Academy of Religion has grown to be the world's largest association of academics who research or teach topics related to religion, with some 8,000 members throughout the world. The AAR does not endorse any belief or practices but seeks to promote excellence in the academic study of religion and to enhance the public understanding of religion.

The AAR is currently looking for its Director for Finance and Administration who will serve on the organization's leadership team, report direction to the Executive Director and will play a key leadership role in the organization: leading the financial operations of the organization to ensure the financial integrity of the institution; providing leadership in the key areas of cyclical institutional evaluation / assessment, financial strategy, and strategic planning; defining and implementing infrastructure and strategies for a thriving administration (finance, administration, accounting, IT, HR, membership, and physical resources); representing the AAR with board members, banks, contractors, members and the broader community, building a sense of excitement about the AAR mission; and contributing to and encouraging a positive internal work culture at AAR, engaging all work with professionalism, transparency, and collaboration.

FINANCE

- Lead budget preparation and management in support of the mission and long-range plan
- Manage revenues and expenditures with prudence and within budget guidelines to ensure financial strength and operating efficiency
- Prepare financial analyses and forecasts
- Supervise the maintenance of the general ledger, payroll (in conjunction with Emory), and accounts receivables and payables
- Insure adequate internal controls and separation of duties
- Supervise the computer systems that support the basic financial systems
- Supervise the management of the AAR's assets, including the reserves, credit lines, debts and payables
- Maintain capital asset acquisition and maintenance schedules

- Staff the board's Finance Committee and Audit Committee
- Lead monitoring the investment and allocation of the AAR's portfolio, serve as principal contact with professional portfolio managers and recommend investment portfolio policies and guidelines

INDEPENDENT ANNUAL FINANCIAL AUDIT

- Insure compliance with all financial audit requirements
- Prepare or approve all audit work papers and the draft audit report
- Supervise compliance with all banking, insurance, investment, Emory, and government guidelines and deadlines

ADMINISTRATION

- Define and implement infrastructure and strategies for policy and practice in administrative and financial matters (finance, administration, accounting, IT, HR, and physical resources)
- Communicate policy matters, financial results and basic administrative information to personnel
- Obtain and maintain adequate insurance on all necessary aspects of AAR work
- Train and supervise staff
- Lead on grants management
- Ensure that procurement, purchasing and office activities run smoothly
- Ensure office space and equipment is adequate, well maintained and cost effective
- Evaluate all contracts and provide recommendations

BUILDING

- Ensure the building is maintained adequately and internal constituent space needs are met.
- Manage office rental leasing in collaboration with the SBL
- Ensure productive and cost-effective coordination with the SBL

HUMAN RESOURCES

- Serve as the principal human resource officer and Emory HR liaison
- Supervise the maintenance of employee personnel files, benefits, and all HR policies and procedures
- Provide leadership on issues of best policy and practice
- Ensure compliance with appropriate HR laws and policies
- Work with the Executive Director on an AAR Staff Handbook as a supplement to Emory's policies
- Develop, implement, evaluate, and revise as necessary, a comprehensive staff onboarding process

INFORMATION TECHNOLOGY

- Supervise internal IT staff as well as the relationship with any third-party provider

- Evaluate and provide recommendations about long-term technology expectations and strategy
- Ensure that IT systems serve the needs and security requirements of the staff and academy

MEMBERSHIP

- Provide leadership and direction for membership services with the goal of attracting and retaining members

GENERAL

- Serve on leadership team
- Engage in organizational strategic thinking and tactical planning
- Provide monthly dashboard for each area
- Maintain current documentation on processes for all areas
- Evaluate and revise products and processes on a cyclical basis

Reports to: Executive Director
 Supervises: Accountant
 IT
 Membership Officer
 Service Coordinator

Characteristics:

- Attention to detail
- Careful follow-through
- Excellent communication skills
- Consummate professionalism
- Initiative
- Multi-tasker
- Keen analytic, organizational, and problem-solving skills
- Ability to translate financial concepts to, and to effectively collaborate with, programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

Qualifications:

- Bachelor's degree in business administration, accounting, finance or equivalent
- Seven years of related financial experience
- Five years of related administrative experience
- Demonstrated excellence in supervising employees
- A track record in grants management

- Technological savvy with experience selecting and overseeing software installations and managing relationships with software vendors
- Knowledge of accounting and reporting software
- CPA

As a learned society and professional association of teachers and research scholars, the American Academy of Religion is proud to represent its members in national and international arenas. AAR members are affiliated with more than 900 colleges, universities, seminaries, and schools around the world. The AAR's membership also extends to leaders in related fields including international diplomacy, foundation leadership, and nonprofit management. AAR's diverse members can be found engaging in the world as public intellectuals, influencing the development of public policy, producing ground-breaking research in the field, and preparing the world's next generation of leaders.

The AAR is dedicated to furthering knowledge of religion and religious institutions in all their forms and manifestations. This is accomplished through the sharing of knowledge and scholarship via conferences, meetings, publications, and programs; providing resources for excellence in teaching; offering career services for members; advocating for and promoting the profession; and taking positions on public issues that impact society and the world.

The AAR's meetings and conferences are among the best-attended in the humanities. During its upcoming 2019 annual meeting, held in conjunction with the Society of Biblical Literature in San Diego, it is expected that 10,000 people will attend more than 1,000 events and sessions featuring the world's leading experts in religion.

The AAR, an affiliate of Emory University, is an independent nonprofit organization with 501(c)3 tax exempt status. The AAR's office is in Atlanta, Georgia, on the campus of Emory University. The AAR is governed by a 13-member Board of Directors.

The AAR strongly encourages applications from candidates representing the full diversity of the AAR. To nominate someone or to apply, go to <https://staff-emory.icims.com/jobs/29955/job>

The American Academy of Religion is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, and any other characteristic protected by law.