The COMMIT Foundation is changing the way veterans and Corporate America think about military transition. The organization is looking for a Deputy Director of Operations (Finance) with significant experience managing day-to-day accounting and finance requirements.

Position Description: Deputy Director of Operations (Finance)
Position Type: Full-Time

Key responsibilities include:

- Support financial operations and organizational strategy development
- Prepare internal and external briefings and communications for team members and key stakeholders
- Prepare deposits
- Prepare checks for incoming invoices
- Prepare outgoing invoices
- Reconcile bank accounts
- Keep track of donation pledges and invoices for those that are due
- Manage payroll and keep track of payroll taxes
- Ensure state solicitation and workers compensation compliance
- Keep financial reports up to date
- Prepare monthly financial statements to include cash flow, profit and loss, and balance sheets
- Help develop the annual budget and monitor individual program budgets
- Help close out financial records at end of year and prepare financials for the annual audit
- Ensure organizational calendar and synchronization matrix remains current
- Other duties as assigned

Successful candidates will likely possess a combination of the following qualifications and competencies for this position:

- Bachelor's Degree in Accounting (preferred)
- Experience in non-profit organization accounting/bookkeeping (preferred)
- Experience working in accounts payable and receivable, general ledger, and payroll
- Strong knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficiency in Quickbooks, Excel, Powerpoint and Google Suite
- Experience with record keeping, data entry and computer operation
- Experience in services related to payroll such as writing checks and submitting payroll taxes
- Strong understanding of business and income tax worksheets and computations
- Excellent organizational skills
- Ability to communicate clearly and consistently meet deadlines

Benefits: Paid Time Off, Health Insurance Coverage for Employee, Matching IRA, Cell Phone Stipend
To Apply: Email Cover Letter and Resume to Charlie Bailey at charlie.bailey@commitfoundation.org