

Director of Financial Services Opportunity Guide



atla

www.Atla.com



The mission of Atla is to foster the study of theology and religion by enhancing the development of theological and religious studies, libraries, and librarianship.

Established in 1946 as the American Theological Library Association, Atla is an international membership association of librarians, information professionals and libraries, and a producer of research tools, committed to advancing the study of religion and theology. Atla's membership includes more than 700 individuals and libraries at academic institutions from diverse religious traditions and backgrounds. As a community of collectors and connectors, Atla works to promote worldwide scholarly communication in religion and theology by advancing the work of libraries and related information providers.

Atla provides resources, professional development offerings, collaboration opportunities, and publications for its members. In addition to the typical services provided by a member association, Atla has created trusted research tools for the scholarly study of religion and theology, including Atla Religion Database® (Atla RDB®), AtlaSerials® (Atlas®), and AtlaSerials PLUS® (Atlas PLUS®). Royalties from library subscriptions to these research tools via a third party business partner provide the most significant source of revenue for the association.

The Association's members play a critical role in the cycle of scholarly communication as curators, disseminators, and aggregators. Librarians, libraries, and research tools provide access to and preserve scholarship in religion and theology. Atla is governed by a Board of Directors elected from the membership base, and for the past seven decades, has built a rich history of excellence in library collections and services, community, collaboration, and innovation. In 2015, Atla launched an updated strategic vision, and in 2019 introduced a new brand and assumed the name Atla. Headquartered in Chicago, IL, Atla is a fully remote workplace and will remain so post-pandemic. Home office-based employees live throughout the United States although the finance team is currently based in Chicagoland.



The Opportunity: Director of Financial Services

Atla seeks an executive finance professional to serve as the Director of Financial Services (a.k.a chief financial officer). This position will report directly to the Executive Director, and work closely with the director level senior management team and board. The Director of Financial Services will oversee the finance and accounting operations with a staff of three (Budget Analyst, Accounting Supervisor, and Accounting Associate), and manage human resource functions with an HR Generalist as a direct report.

The successful candidate will be responsible for financial strategy, financial planning and analysis, financial reporting, treasury operations, human resources functions, insurance and benefits management, audits, regulatory filings, and compliance reviews for the association. The Director of Financial Services will be a key strategist working closely with the executive senior management and board on the association's short-term and long-term business planning, annual budget, investment strategies, and identifying new business growth opportunities that will continue to sustain Atla's strong financial standing.



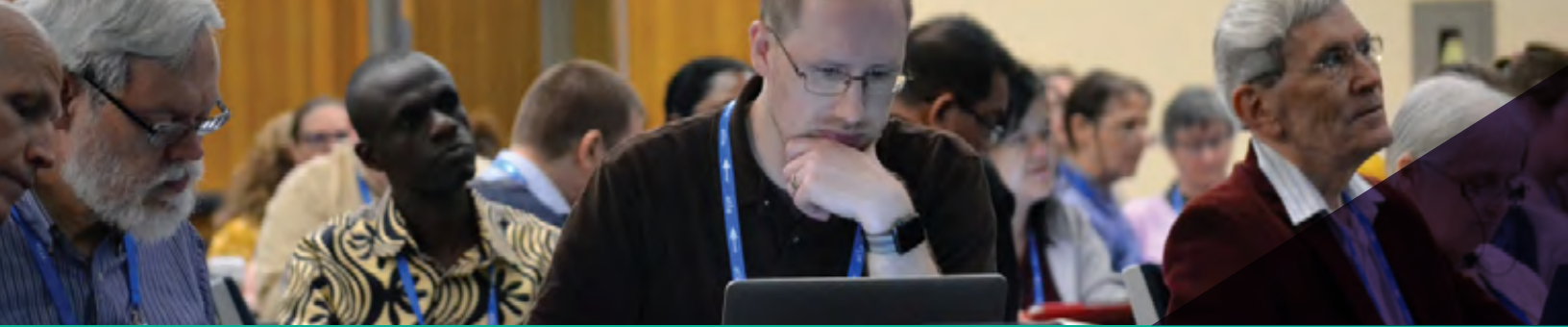
The Opportunity: Director of Financial Services

Leadership and Board Management

- Serve as a collaborative member of the Atla executive leadership team, and participate in pivotal decisions as they relate to strategic initiatives and objectives. Advise the Executive Director and Board of Directors on all financial related business decisions.
- Develop strategies to achieve organizational goals; understand organization's strengths, weaknesses and opportunities to grow the business.
- Analyze market, and stay current with news and matters of relevance to the library, association and information industries.
- Maintain and develop robust operating and financial KPI reporting to align short term performance with Atla's long-term strategy and objectives.
- Compile a comprehensive report of financial statements, analysis and executive summary for the Executive Director, Department Directors, and the Board of Directors.
- Ensure that financial policies and procedures all fulfill the Board of Directors' directives as expressed in the Association's bylaws and the Board Policy Manual.
- Adhere and manage endowment funds per the guidelines mandated by the donors and the Board of Directors on the use of the funds.
- Lead the annual budgeting process and provide guidance to department heads on aligning budget with Atla's overall annual business goals.
- Assess and evaluate the financial performance of the association with regard to long-term operational goals, budgets and forecasts.
- Provide financial analysis and projections for business opportunities, contracts, licenses, and product development. Negotiate contracts and agreements with vendors and business partners.
- Enhance financial and accounting systems, processes, tools and control systems.
- Review and ensure application of appropriate internal controls, compliance and financial procedures.
- Protect Atla assets and mitigate risks by monitoring financial accounting standards to ensure that the Association follows best practices, reviewing and negotiating corporate insurance policies, and establishing and maintaining sound policies and procedures in all financial services operations.

Accounting and Finance

- Ensure timeliness and accuracy of accounting data and financial statements.
- Oversee treasury management including accounts receivables, payables and investments.
- Manage the reporting of subscription revenues earned through a third-party online database service provider; and respective royalty payments to publishers and partners.
- Lead and manage annual audit.
- Hold responsibility for the preparation and timely filing of local, state and federal tax returns.
- Oversee human resource functions managed by the HR Generalist, including payroll, maintaining personnel records, benefits, regulatory filings and compliance for 12 or more states where employees reside working remotely, and talent acquisition across the organization.
- Use ADP Performance Management software to create and monitor factors and goals, rating schemes, worksheets, assignments, plans and reviews.
- Manage employee related benefits and insurance coverage.



The Qualified Candidate

Atla seeks a decisive and confident executive leader to envision and implement a cohesive financial strategy for an international association. The Director will be expected to learn relevant policies, procedures, and systems quickly and efficiently so as to provide guidance to the Financial Services team and the association as a whole. The qualified candidate will be skilled in assessing areas of strength and weakness, identifying opportunities for financial growth, and creating cultural buy-in to implement change. The qualified candidate will be comfortable working in a collegial and collaborative team-based leadership environment.

Specific Requirements Include:

- Bachelor's Degree in Business, Accounting, Finance or related discipline.
- 10+ years of work experience in financial and accounting management roles.
- Financial and accounting acumen, knowledge of latest GAAP standards, and IRS regulations impacting nonprofit organizations.
- Previous experience overseeing human resource operations.
- Strong management and supervisory skills to mentor, nurture, train and develop talent on the finance and human resources team.
- Excellent written and verbal communication skills to present financial information in an easy-to-understand format to the senior management team and board.
- Formidable analytical, problem-solving and strategic-thinking skills.
- Demonstrated ability to transform marketing and operational business plans into concrete achievable financial goals and strategies.
- A career that confirms stable tenures in current and past roles.
- Nonprofit or Association work experience highly preferred.
- Experience working with Sage Intacct, SAP Concur and Adaptive Planning is preferred, as is knowledge of integration of financial accounting systems with sales and operations software platforms.



The Qualified Candidate

This position offers a competitive salary with strong benefits and a remote work environment. Compensation has been recently benchmarked against industry standards, and the salary will reflect market rate for Atla's industry. It is preferred the candidate reside within the Greater Chicagoland area, but applicants from all locations within the United States will be considered equally. All inquiries will be held in strict confidence.

Atla is an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of actual or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, age, disability, veteran, or military status, pregnancy, order of protection status, genetic information or other characteristic protected by applicable law.

Atla is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, please contact Katie VanderKlok at kvanderklok@kees2success.com.

APPLY HERE

To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

This search is being managed by Laura Weinman, Vice President, and Katie VanderKlok, Project Manager of KEES. Questions may be addressed to kvanderklok@kees2success.com.



About KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams and dynamic leaders in the nonprofit and public entity sectors. A woman owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit www.kees2success.com.

