



DIRECTOR OF FINANCE

OVERVIEW OF THE POSITION

SCORE's Director of Finance plays a critical role in advancing the organization's impact and goals through leading key finance, accounting, grants, and cash management functions. Exhibiting exceptional attention to detail, reliability, and accuracy, the person in this role ensures the financial health of the organization and compliance with regulatory requirements.

The Director of Finance leads several key projects throughout the year while managing several ongoing functions. Key projects include the annual budget development process in collaboration with the Vice President of Finance and Operations and the annual external audit. Ongoing responsibilities include tracking and reporting budget-to-actuals and variances, developing grant budgets and the financial portion of grant reports, maintaining compliance requirements, cash management, and researching and implementing process improvements to the organization's financial and accounting systems.

This position requires an analytical and strategic thinker with excellent communication skills, who collaborates with SCORE team members, external consultants, auditors, bank contacts, and funders. The Director of Finance reports to the Vice President of Finance and Operations.

ABOUT SCORE

"The progress that our students have made in recent years is inspiring — there is no doubt that they are capable of achieving at high levels and leading Tennessee into a bright future. While education stakeholders are already working together in exciting ways in Tennessee, it is our responsibility to redouble our innovative efforts to ensure that we are supporting our students to truly excel and thrive. The future of our state depends on it."

— Senator Bill Frist, Chairman and Founder, SCORE

The State Collaborative on Reforming Education's (SCORE) mission is to catalyze transformative change in Tennessee education so that all students can achieve success. SCORE is an independent, nonprofit, and nonpartisan institution founded in 2009 by Senator Bill Frist, M.D., former U.S. Senate Majority Leader. Striving to be a durable partner and trusted adviser on Tennessee education, SCORE is focused on advancing change for students from kindergarten to career through policy and practice — and taking it to scale.

SCORE has **three goals** that guide the organization's work to drive success for all students in Tennessee:

- All students receive an excellent public K-12 education.
- All students earn a credential or postsecondary degree of value that prepares them for a career enabling economic independence.
- Economically disadvantaged students, students of color, and rural students see improved success across all goals relative to their peers.

SCORE is based at 1801 West End Ave. in downtown Nashville. This role is eligible for hybrid work with the expectation of 20 hours per week in the office and the balance of time at the team member's choosing (unless otherwise notified by their manager). For more information on SCORE, please visit www.tnscore.org.

KEY RESPONSIBILITIES

Financial Oversight and Compliance:

- Own the annual budget development process in collaboration with the Vice President of Finance and Operations and broader leadership team, manage the budget adoption once approved by the Board Finance Committee and Board of Directors. Developing the annual budget includes revenue analysis, knowledge of grants and contracts, and gathering input from across the organization.
- Prepare monthly financial statements and present the analysis of financial statement line items to the Vice President of Finance and Operations with variance analysis and recommendations.
- Prepare quarterly financial statements for review by the Board Finance Committee and Board of Directors, including analysis of current versus prior period information as well as forecasting.
- Update and implement accounting and financial policies and procedures such as proper cash management, disbursements, and expense reimbursement policies.
- Manage the recording and reporting of grant and contribution revenues, accounts receivable and other assets, accounts payable as well as other liabilities, investment accounts, payroll, and operating and capital expenses in the general ledger.
- Review weekly payment disbursements for proper documentation as well as appropriate new vendor documents such as tax forms for compliance with IRS regulations.
- Own compliance reporting and updates such as the Tennessee State Annual Report, charitable registrations, public support test, and lobbyist registration and expenditure reporting.
- Review W-9 and file 1099 NEC forms through 1099 Tax and QBO.
- Recognize and anticipate opportunities and challenges as they relate to financial systems, operations, and investments.
- Generate ideas, strategies, and solutions to drive impact.

Accounting and Audit:

- Oversee the annual audit process working with external auditors and the Board Audit Committee; prepare all fieldwork and supporting documentation.
- Work closely with external auditors to coordinate and prepare the annual 990 form to be filed with the IRS, including adoption of updated compliance procedures and standards.
- Proactively monitor, evaluate, implement, and document accounting policies and procedures to identify changes that would increase internal controls, efficiency, and the accuracy of financial records.
- Review and update SCORE's accounting codes to ensure they are efficient for tracking expenses toward the organization's operating budget and grant budgets.
- Maintain the general ledger in QuickBooks Online, including addition of new accounts, projects, and classes; change/inactivation of certain accounts; reorganization of chart structure when appropriate; and revision/addition of annual budgets.
- Prepare journal entries related to all the accounts and review the implications and potential impact to reporting with the Vice President of Finance and Operations.
- Perform monthly and year-end closing procedures.
- Perform general ledger account reconciliations and in-depth review monthly, quarterly, and annually.

Grants and Contracts Management:

- Own the operational aspects of grants and contracts, including updating trackers, monitoring spending by source, and raising questions related to proper allocation through partnership with the Director of Grants Management, Senior Director of Impact, and Senior Vice President of Strategy.

- Develop grant budgets and prepare financial narratives for grant proposals in partnership with the Senior Director of Impact and Director of Grants Management as well as program team members.
- Develop financial reports for grant reporting purposes.
- Develop a thorough understanding of the organization's strategic plan in order to properly code organizational expenses to the correct programs and grants.
- Prepare subgrant agreements and schedule disbursements to subgrantees.
- Review subgrantee financials to assist with the evaluation of funding requests.

Banking, Cash Management, and Vendors:

- Manage SCORE bank, credit card, and investment accounts and ensure the cash balances of each are sufficient to cover operational needs while pursuing the best return on available cash.
- Manage investment activity and review investment reports for compliance to SCORE's Reserve and Investment Policy and to identify opportunities for improvement.
- Serve as a point of contact regarding contracts, finance, billing, and compliance.
- Manage vendor set-up, review, and 1099 issuance.
- Provide tax exemption forms for vendors.
- Supervise and manage the relationship with an external accountant, external auditors, banking partners, and support centers at QuickBooks, Bill.com, Expensify, and card services for any problem-solving or guidance.

Research and Process Improvements:

- Review, refine, and develop financial and operational systems as well as standard operating procedures that SCORE requires to support its mission and organizational structure.
- Refine and develop systems to guarantee accuracy and compliance of accounting and reporting in accordance with GAAP and government regulations.

IDEAL CANDIDATE REQUIREMENTS

- Strong alignment with SCORE's mission and core values of student focus, excellence, collaboration, innovation, and optimism
- A bachelor's degree and commensurate experience that demonstrates financial acumen; CPA preferred
- Strong knowledge of GAAP and all applicable state and federal laws
- At least five to seven years of experience in finance or accounting; nonprofit experience preferred
- Strong relationship-building and communication skills; ability to engage with stakeholders at all levels, including senior executives; ability to communicate complex financial information in a clear and concise manner
- Proven project management skills with the ability to translate strategies from plans to action and to implement them with strong attention to detail
- Exceptional analytical and problem-solving skills as well as strong financial modeling skills
- Exceptional integrity, discretion, and professional maturity
- Proficient in Microsoft Office, QuickBooks, and other financial software and tools

SCORE focuses on creating a culture of growth through feedback and collaboration as well as various professional development options and support. If your past experience doesn't align perfectly with the noted aspects of an ideal candidate but you are excited about this role, we encourage you to apply. You may be a great candidate for this or other roles on our team.

COMPENSATION

SCORE offers a competitive salary commensurate with experience.

BENEFITS

SCORE deeply values team members and their well-being and is proud to offer a comprehensive benefits plan. All full-time SCORE employees are eligible for benefits, including:

- **Medical insurance:** including access to a high-quality network with SCORE paying the full medical premiums for employee-only plans and 80% or more of premiums for plans including eligible dependents
- **Vision and dental insurance:** including access to a high-quality network with SCORE paying 50% of premiums for employee-only plans and plans including eligible dependents
- **Employer-paid disability, life insurance, and EAP benefits**
- Access to **Flexible Savings Accounts (FSA)** for medical and childcare expenses and **Health Savings Accounts (HSA)** benefits
- Eligibility for participation in a **401(k) program** with employer match
- **Paid parental leave time**, including **paternity, maternity, and adoption leave**
- **Paid time off:**
 - 15 days per year for years one through four, 20 days per year after five years
 - Holiday office closures (15 days total in 2024)
 - Six paid sick days per year
 - Teamwide mental health day office closures (two total in 2024)
 - Paid floating holidays (three per calendar year, prorated for new hires depending on start date)
- Free on-site parking
- Free on-site gym

COMMITMENT TO DIVERSITY & INCLUSION

SCORE's mission is to drive transformative change in education so that all Tennessee students can achieve success in college, career, and life. From its founding in 2009, SCORE has been grounded in the belief that diverse perspectives are required to identify solutions that will best serve Tennessee students, so we seek to bring as many viewpoints as possible into our daily work and live out collaboration as a core value.

Within our organization, we believe it is important for our team to reflect the rich diversity of Tennesseans and Tennessee students, and we aspire for our team to understand varied viewpoints, experiences, and backgrounds. We strive to build an inclusive organization where each team member feels respected and supported, knowing that when team members are empowered to use their individual gifts, we become more effective in advancing our mission.

SCORE is an equal opportunity employer. Applicants are considered for all roles without regard to race, color, religion, gender, pregnancy, national origin, ancestry, age, marital status, veteran status, disability, sexual orientation, genetic information, or any other legally protected characteristic or status.

TO APPLY

To apply, please send a resume and cover letter to hr@tnscore.org. SCORE will review applications on a rolling basis until the position is filled. We recommend interested applicants apply as soon as possible.