



Director of Finance

Job Description

Founded in 2012, The Acceleration Project (TAP) is a nonprofit that empowers under-resourced small business owners with high-impact, customized strategic, financial, operational, and marketing support, all provided at no cost to the businesses we serve. TAP has worked with more than 18,000+ small business owners across 48 states, delivering over 70,000 hours of pro bono consulting and generating a validated 10:1 social return on investment.

Role Overview

The Director of Finance is TAP's financial steward and a strategic partner to senior leadership. Reporting to the Chief Operating Officer, you'll own the full spectrum of the organization's financial operations: from monthly close and grant finance to audit coordination, payroll, and internal controls. You'll bring both the technical rigor to keep TAP's finances accurate and compliant and the analytical fluency to translate numbers into insights that inform real decisions.

This role is for a finance professional who thrives in a mission-driven environment, is energized by building and improving systems, and can work seamlessly across teams to keep a high-growth organization financially strong and audit-ready. TAP is at an inflection point, expanding geographically, scaling our programs, and investing in new infrastructure and this role will grow with us.

This is a full-time, primarily remote role. Candidates must be based in the Westchester County, NY area and must be able to attend occasional in-person meetings and events.

What You'll Do

Lead Financial Strategy, Reporting & Accounting

- Support annual budgeting and planning processes, including preparation of the operating budget, periodic forecasts, scenario analyses, and budget-to-actual reporting
- Manage the monthly financial close and prepare and distribute financial reports to TAP leadership, including P&L statements, Balance Sheet, General Ledger detail, budget-to-actual analysis, accounts receivable, deferred revenue, cash reserves, and investment activity
- Provide financial analysis and insights to leadership and the Board to support decision-making, including cash-flow forecasting, unit economics, cost-per-client and cost-per-program analysis, and identification of key cost drivers

- Oversee monthly bank and credit card reconciliations, General Ledger integrity, functional expense allocations, prepaid expenses, fixed assets, and other accounting schedules
- Establish and consistently apply accounting policies and procedures in accordance with GAAP and nonprofit accounting requirements
- Maintain appropriate accounting for restricted and unrestricted grants, contributions, donated professional services, sponsorships, fundraising events, program revenue, and deferred revenue
- Continually analyze TAP's financial processes and systems with the goal of strengthening controls, increasing efficiency, improving documentation, and appropriately leveraging technology and automation

Manage Cash & Investments

- Maintain vigilant oversight of organizational cash balances and liquidity, and prepare a rolling cash-flow forecast to ensure adequate operating reserves
- Oversee banking relationships and cash activity across operating, receipts, money market, and investment accounts, and maintain appropriate fraud-prevention and account-access controls
- Prepare liquidity analyses, brokerage statements, and investment schedules for leadership and the Investment Committee, and coordinate with the Committee regarding investment strategy and cash needs

Oversee Invoicing & Accounts Receivable

- Manage client, sponsors, 1099, and grant invoicing, invoice modifications, and related accounting records in QuickBooks Online; coordinate with Programs, Growth, and Development teams to ensure accurate billing and revenue recognition
- Maintain accounts receivable to industry standards; prepare and distribute regular AR aging and open-invoice reports and coordinate follow-up on outstanding receivables
- Record client payments and maintain accurate supporting documentation and financial records

Support Contributions & Fundraising

- Manage donation recording and reconciliation across QuickBooks Online, Salesforce, and other applicable systems
- Prepare regular contribution reconciliations and work with the Development Team to resolve reconciling items and maintain data integrity
- Prepare and send donor tax acknowledgments and receipts; maintain appropriate supporting documentation
- Support grant application and reporting processes by providing accurate financial data, grant budgets, restricted-grant schedules, and other reporting required by funders
- Prepare financial schedules for fundraising events, including revenue, expenses, donated goods and services, and fair-market-value considerations for tax and audit reporting

Manage Vendor Payments & Payables

- Oversee accounts payable and payment processing, including review of payment requests for appropriate approvals, documentation, coding, and compliance with TAP policies
- Maintain TAP's centralized payment-request workflow and ensure approved vendor invoices and employee reimbursements are processed accurately and on time
- Oversee new vendor and independent contractor onboarding, including collection of required tax documentation and year-end Form 1099 reporting
- Maintain and improve expense approval, reimbursement, contractor, and contract approval procedures, including appropriate materiality-based approval thresholds and segregation of duties

Lead Audit, Tax & Regulatory Compliance

- Lead the annual external audit process, including preparation of audit schedules, supporting documentation, and coordination of auditor requests; review draft financial statements and consolidate leadership feedback
- Coordinate and support the Audit Committee's review of the annual audit; facilitate discussions with external auditors and follow up on recommendations
- Oversee preparation and review of Form 990, CHAR500, and other required federal, state, and charitable regulatory filings
- Maintain audit readiness throughout the year across restricted-grant schedules, investment rollforwards, donated in-kind schedules, and internal-control documentation
- Monitor changes in accounting, tax, payroll, nonprofit, and regulatory requirements and implement appropriate procedures

Administer Payroll, Benefits & Retirement

- Oversee semi-monthly payroll processing and payroll changes through ADP, including new hires, terminations, salary adjustments, deductions, and tax withholding
- Maintain payroll analysis and position rollforwards for leadership review; ensure payroll costs are accurately allocated among Program, Management & General, and Fundraising functions
- Administer finance-related aspects of employee benefits, including health insurance, workers' compensation, and TAP's 403(b) retirement plan, coordinating with HR, brokers, payroll providers, and plan administrators
- Support benefit renewals, payroll and benefits reconciliations, required retirement-plan reporting, and related compliance

Manage Insurance & Risk

- Manage TAP's insurance portfolio and renewals in coordination with insurance brokers and leadership, including general liability, D&O, E&O, workers' compensation, cyber, and other applicable coverages
- Periodically assess coverage levels and organizational risk; coordinate independent or broker reviews as appropriate and recommend changes to leadership
- Maintain financial-system access controls, segregation of duties, fraud-prevention procedures, and other finance-related risk mitigation measures

Strengthen Internal Controls & Systems

- Maintain and periodically update TAP's Internal Control Walkthrough and Accounting Procedure Summary, ensuring finance procedures reflect current organizational practices
- Conduct routine financial-control reviews with leadership, including review of cash and credit card activity, approval procedures, system access, and segregation of duties
- Develop, document, and maintain standard operating procedures for key finance processes, including expense approvals, accounts payable, independent contractors, revenue recognition, and cash receipts
- Maintain financial-system data integrity across QuickBooks Online and related platforms; coordinate with Technology on security, access, and finance-related technology improvements
- Identify and implement practical automation and AI-enabled process improvements that strengthen financial reporting, documentation, controls, and efficiency

What You Bring

Required:

- Bachelor's degree in a relevant field
- 5-8 years of professional experience with a strong focus on financial and operational management
- Experience in nonprofit accounting, financial reporting, budgeting and forecasting, audit coordination, grants management, revenue recognition, payroll, and regulatory compliance strongly preferred
- Strong working knowledge of GAAP and nonprofit financial reporting standards
- Ability to translate financial concepts and analyses effectively to non-finance colleagues, senior leadership, Board members, and external stakeholders
- Proficiency in accounting and reporting software; experience with QuickBooks Online and managing financial data across multiple systems preferred
- Strong analytical, organizational, project-management, and problem-solving skills
- Excellent communication, judgment, discretion, and relationship-building skills
- Technology-savvy with demonstrated ability to improve financial processes and adopt new systems and tools
- Demonstrated commitment to integrity, credibility, sound financial stewardship, and the mission of TAP
- Capacity to work in a fast-paced, collaborative environment, manage multiple priorities, meet recurring deadlines, and respond promptly to finance requests
- Must reside in the Westchester County, NY area; this role requires occasional in-person attendance for team meetings and errands related to role duties

Preferred:

- MBA, CPA, or related advanced degree
- Experience in a senior financial management role in a nonprofit setting
- Demonstrated use of AI tools to improve financial reporting, documentation, or operational efficiency

Compensation & Benefits

- Salary: \$70,000–\$75,000, commensurate with experience
- Generous PTO + 10 paid holidays + 2 floating holidays
- Time off between Christmas and New Year's
- Health and dental insurance
- 403(b) retirement plan

How to Apply:

Submit your resume and cover letter to **careers@theaccelerationproject.org** with “Director of Finance” in the subject line.

In your cover letter, please respond to the following:

1. Why TAP's mission resonates with you, and how your background in financial management has prepared you to support a high-growth nonprofit.
2. A time you overhauled or significantly improved a financial process or system — what problem you were solving, how you approached it, and what the outcome was.
3. How you have used technology, automation, or AI tools to improve financial reporting, controls, or efficiency.

The deadline to apply is October 14, 2026.

TAP is an equal opportunity employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications from members of all under-resourced groups are encouraged.