

Vice President of Finance and Human Resources

National Court Reporters Association – Reston, VA 20191

To apply: Please submit resume with cover letter to Jobs@NCRA.org. Reference “Vice President of Finance and Human Resources” in the subject line.

Job Title: Vice President of Finance and Human Resources

Position Summary:

The National Court Reporters Association (NCRA), a non-profit trade association located in Reston Virginia, is looking for a Vice President of Finance and Human Resources to lead our Finance and Administrative Departments. Serves as a member of NCRA’s senior management team and directs the fiscal functions of the organization as well as oversees all Human Resource functions, IT, and administrative operations and procedures in order to meet the goals and objectives of NCRA. This hands-on position advises the Executive Director on all matters: financial, budget, HR, and operations and will work closely with department heads.

Company Summary

NCRA is a 125-year-old trade association representing the interests of the professionals who capture the spoken word. Stenographers, and Captioners make up the majority of our membership. Providing valuable service to courts, business, and governments throughout the United States and around the world. We support these professionals through certification and continuing education programs, industry news, meetings, and working with policy makers.

Responsibilities:

Direct the organization’s finance group, overseeing all aspects of financial reporting, including responsibility for cash management, investments, federal, state, and local returns, and the annual financial audit.

Manage the financial components of the National Court Reporters Foundation (NCRF) and NCRA PAC.

Provide timely and accurate analysis of budgets, financial reports, and financial trends in order to assist the Executive Director, the Board, and other senior staff in performing their responsibilities.

Participate in the development and implementation of the organization’s strategic plan and priorities as a member of the Executive Director’s senior management team.

Direct the completion of the annual budget in line with the Board’s and Executive Director’s expectations.

Manage the IT function, in particular direction and oversight of the IT infrastructure. Maintain vendor relationships with outsourced Managed Service Provider, the Association’s AMS platform, MS Dynamics-SL accounting software, and Solver Financial Reporting.

Responsible for the Administration and Human Resources function. Administer association payroll system through Amplify, including payroll processing. Oversee communications to staff with regard

to individual payroll information. Monitor employee performance planning program/annual review process. Provide periodic review of employee benefit plans. Serve as the primary Trustee and point of contact for the NCRA 401K plan.

Oversee all building and maintenance issues, including lease agreement, offsite storage, telephone operations, equipment purchases and maintenance agreements and ensure appropriate association insurances are maintained (APLI, Personal Property, EDP(Cyber), Umbrella, D&O, etc.).

Skills:

- Broad association management skills and financial management skills, including but not limited to strategic planning, governance, budget development, Form 990/990T, business planning, information technology, facilities, administration, and human resources management.
- Ability to work within tight deadlines.
- Excellent written and verbal communication skills.
- Exercise sound judgment on sensitive issues.
- High level of integrity and confidentiality.
- Experience taking an association “paperless” a plus.
- Strong relationship building skills, reflected in:
 - An ability to work effectively with volunteer committees and the Board of Directors
 - An ability to work effectively across department lines to ensure cooperation and integration of programs and initiatives.

Required Education:

- Bachelor’s degree in accounting or finance
- CPA required
- 7-10 years of relevant experience, preferable with a non-profit association
- 5 years of working at a senior management level including working with a Board of Directors

A Background check and credit check will be requested for this position

Job Type: Full-time

Pay: \$140,000.00 - \$150,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance

- Paid time off
- Vision insurance

Experience level:

- 7 years to 10 years

Physical setting:

- Office

Schedule:

- Monday to Friday
- Weekends as needed

Ability to Relocate:

- Reston, VA 20191: Relocate before starting work (Required)

Work Location: In person

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