



# DIRECTOR OF FINANCE AND ADMINISTRATION

## ABOUT THE ASSOCIATION

The [Minority Corporate Counsel Association](#) (MCCA) was founded in 1997 to advocate for the expanded hiring, retention, and promotion of minority attorneys in corporate law departments and the law firms that serve them. Through the collection and dissemination of information about diversity in the legal profession, MCCA takes an inclusive approach to the definition of “diversity.” MCCA’s research addresses issues of race/ethnicity, gender, sexual orientation, disability status, and generational differences which impact the legal profession’s workforce. We are financially strong, with 14 months of operating expenses in reserve.

MCCA advances its mission through programs and initiatives designed to highlight the importance of diversity and serve as an ongoing resource for the legal profession. Extensive research and white papers address a broad range of issues, including creating successful pathways to diversity, reporting on current diversity data of corporate legal departments, and surveys that address the success of bias interrupters in the workplace. Trainings and facilitations are delivered by members of the MCCA team and consultants with applicable content knowledge.

The Creating Pathways to Diversity® conference focuses on global diversity and inclusion, talent optimization, inclusive leadership and management to bolster the promotion and retention of diverse attorneys. Diversity and the Bar, MCCA’s quarterly magazine, focuses on the achievements that have been gained and the challenges that continue to be addressed.

### Key Facts

\$3.6 million annual budget

\$3.6 million total revenue

7 full time staff

### Mission

*The Minority Corporate Counsel Association (MCCA) is committed to advancing the hiring, retention and promotion of diverse lawyers in law departments and law firms by providing research, best practices, professional development and training; and through pipeline initiatives.*

### Visit



## MCCA | DIRECTOR OF FINANCE AND ADMINISTRATION

The membership of MCCA includes over 200 corporations and law firms that are committed to broadening the diversity of the legal profession and to ensuring equity of opportunity and advancement. Members can sponsor MCCA events such as the Pathways Conference, the Global Technology, Education and Careers (TEC) Forum, and the Diversity Gala.

To manage its financial portfolio, the Minority Corporate Counsel Association is seeking a Director of Finance and Administration.

### THE POSITION

The Director of Finance and Administration (DFA) reports to the President & CEO and manages the financial portfolio for MCCA's \$3.6 million annual revenue and investments and \$3.3 million in reserves. Working with an engaged President & CEO and strong Board of Directors, the DFA will be responsible for developing and analyzing all reports and providing timely and relevant budget projections that will be used to evaluate MCCA's effectiveness and drive informed decisions about MCCA's future. The DFA will continue MCCA's record of strong financials and clean audits. The ideal candidate will be curious, engaged, and credible. Additionally, the DFA will bring the ability to translate financial terminology and concepts into language all staff can understand so that colleagues will see the DFA as a strong resource. While the DFA is initially an individual contributor, MCCA expects to add a Senior Accountant to the organization to support the work of the DFA.

The Director of Finance and Administration will be comfortable in a creative, fast-paced environment, working with a team and board that are highly motivated and knowledgeable yet collaborative and supportive.

### MAJOR OBJECTIVES

The Director of Finance and Administration will be expected to achieve the following in the first 12 to 18 months in the role:

- Establish a robust and adaptable forecasting and budgeting process for the organization.
- Perform financial analysis that helps to determine MCCA's optimal membership benefit mix as well as options for expansion of services into new geographic markets.
- Staff the Finance Committee of the Board of Directors, of which there are currently 17.
- Serve as a highly productive member of the senior team, including serving as a thought partner on issues regarding MCCA's ongoing success and impact.



## RESPONSIBILITIES

The Director of Finance and Administration has the following primary responsibilities:

### BUDGET AND INVESTMENT

- Prepare the annual budget for all functional areas.
- Project, analyze, and make recommendations regarding expenditures and revenues. Perform trend analyses to explain the impact of activities.
- Review budget performance quarterly and identify/investigate significant variances. Perform year-end audits to evaluate the accuracy of projections.
- Prepare cash flow projections, cash balance reports, and other periodic financial reports and statements needed by the board and finance committee.
- Maintain awareness of the financial affairs and cost-effectiveness of activities. Monitor cash flow daily to ensure adequate cash to cover expenses.
- Along with the President & CEO, develop projections for new business lines, considering analysis of required capital, resource investments and other associated costs.
- Prepare tax forms not completed by accounting/audit firm such as 1099 forms for independent contractors and sales tax filing forms; review all tax reports and statements prepared by the auditor firm prior to filing.
- Schedule and assist independent auditors with the annual audit of the financial operations, monthly reconciliation of bank statements, and close out.
- Interact with bank/investment personnel to monitor managed portfolio of investments; serve as plan administrator for employee 401(k) accounts.

### ACCOUNTING

- Oversee entry of financial data into the accounting system (QuickBooks Online), which includes the general ledger, receivables, payables, and payroll.
- Establish appropriate procedures for, and review of, all accounts payable transactions, including verification of charges, assignment of accounts, check preparation, monthly bank statements, credit card accounts, and transaction file maintenance.
- Establish appropriate procedures for, and review of, accounts receivable/sales transactions, including preparation of deposits, entry of credit card settlement receipts, preparation of invoices, and collection of receivables.
- Perform other accounting functions, such as the reconciliation of cash receipts and sponsorship payments, membership dues, and preparation of journal entries.



- Ensure the adequacy of accounting practices and handling of funds to assure conformity with accounting standards
- Develop and update the accounting manual and related standard operating procedures to provide guidance on the processing of transactions within the system of internal controls to safeguard MCCA's assets.

## QUALIFICATIONS

The ideal Director of Finance and Administration will bring the following experiences and characteristics to the role:

- Minimum of seven to ten years of experience leading finance and accounting; experience in a nonprofit organization will be an advantage.
- Experience managing staff.
- A high proficiency using technology and software such as Microsoft Office, QuickBooks, ADP software, Salesforce and ABC Accounting Software.
- The ability to thrive in a fast-paced and creative environment.
- A natural collaborative style that embraces strong teamwork.
- The ability to effectively translate complex financial information to non-financial colleagues.
- The ability to understand and support the goals of an organization while enforcing, explaining, and teaching policies that have a long-term impact on objectives.
- Confidence and candor.
- An inspiring approach that inspires trust with internal staff and external constituencies.
- A tenacious spirit.
- A facilitator and team builder who is comfortable pitching in when needed.
- A bachelor's degree in a related field; a CPA would be an advantage.

## APPLICATION

To be considered for this opportunity, please send a letter of interest and resume to:

**Alexandra Catuara**

Associate Consultant, Executive Search

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Phone: (312) 506-0060

Minority Corporate Counsel Association is an equal opportunity employer.



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All decisions regarding any terms or conditions of employment (including, without limitation, recruitment, selection, placement, employment, compensation, advancement, discipline, and termination) are made solely on the basis of merit, abilities, performance, qualifications, or other non-discriminatory criteria. No person shall be discriminated against in employment because of that person's race, color, religion, gender, sexual orientation, marital status, age, national origin, ancestry, veteran status, military status, mental, or physical disability unrelated to the ability to perform the essential job functions, or any other legally protected status.