



## Immediate Job Opening

### Director of Finance

### Coast Guard Mutual Assistance

Coast Guard Mutual Assistance (CGMA) is seeking an experienced and detail-oriented, hands-on Director of Finance. This is an opportunity for a self-motivated individual to expand his/her horizons.

The CGMA Director of Finance reports to the Executive Director and directs all aspects of financial management, to include formulating financial policy and plans, developing financial goals and objectives, and directing day-to-day financial activities. Activities include general accounting, accounts payable/accounts receivable, budget development, cost management and more.

The ideal candidate will have a BS degree in Accounting or a related field or five (5) years of related experience, along with:

- Supervisory experience managing accounting staff personnel, including personnel evaluation responsibilities
- A strong knowledge of generally accepted accounting principals (GAAP)
- Strong writing skills
- Strong skills using MS Office and basic accounting systems
- Experience reporting to a board of directors and working with outside auditors, outside tax accountants, etc.
- Experience preparing budgets and financial reports
- Experience with non-profit tax reporting
- Proven ability to work well with others of diverse skills and backgrounds

Recent experience implementing or running a new accounting software product such as MS Great Plains is a plus.

For additional information, visit the CGMA Web site, [www.cgmahq.org](http://www.cgmahq.org), or contact Sean Fennell, (703) 547-7163, or [sean.fennell@cgmahq.org](mailto:sean.fennell@cgmahq.org).

### **This is not a Federal Government position**

CGMA is a Virginia based corporation located in the Ballston area of Arlington, VA

Health insurance, life insurance, a retirement plan and other benefits are available. Salary will be commensurate with experience.

*Send resume to Coast Guard Mutual Assistance, 1005 N Glebe Road, Suite 220, Arlington, VA 22201 or email to [sean.fennell@cgmahq.org](mailto:sean.fennell@cgmahq.org). Resumes must be received no later than close of business Friday, February 9, 2018.*