



# Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

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## DIRECTOR OF ADMINISTRATION AND FINANCE JOB DESCRIPTION

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**REPORTS TO:** Deputy Executive Director

**CLASSIFICATION:** Exempt/Full-Time

**REVISION DATE:** May 2022

### SUMMARY

The director of administration and finance provides leadership, direction and administration of all aspects of the Commercial Vehicle Safety Alliance's (CVSA) administrative and financial matters. This position supports the needs of the membership by providing quality services as the Alliance strives to implement the organization's strategic initiatives.

### ESSENTIAL JOB FUNCTIONS

The following list of duties is not exhaustive. CVSA may also outline additional responsibilities that are not included in this job description.

- Responsible for maintaining and continuously improving the administrative functions across the organization
- Responsible for monitoring office administrative contracts and relationships
- Responsible for time records review, compliance and payroll processing
- Responsible for developing predictive models, dashboards and financial analyses to provide insight into the organization's operations and business plans
- Responsible for overseeing the organization's accounting functions to ensure proper maintenance of all accounting systems, policies, practices and procedures
- Responsible for the development, monitoring and updating of annual program and administrative budgets
- Responsible for working with organizational leadership to develop short-, medium- and long-term financial plans and projections
- Responsible for proactively planning and managing cash flow, investments and other assets to ensure availability of funds
- Responsible for ensuring timeliness, accuracy and usefulness of financial and management reporting
- Responsible for overseeing the preparation and communication of monthly and annual financial statements
- Responsible for coordinating the annual financial audit and proper filling of the IRS Form 990
- Responsible for supervising internal and external accounting staff
- Responsible for supervising administrative and grant management staff
- Responsible for overseeing the hiring, new hire coordination and onboarding of new staff
- Responsible for managing a competitive compensation and comprehensive staff benefits package
- Serve as a resource for the Alliance membership on all administrative and financial related matters
- Assist with developing and managing internal and external stakeholders to provide quality services of the Alliance



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- Assist the organization with the completion of deliverables under several contracts, grants and cooperative agreements with the U.S. Department of Transportation, the U.S. Department of Energy and Transport Canada
- Assist with ensuring all processes relating to federal cooperative agreements, contracts and grants are maintained
- Assist with ensuring compliance with federal cooperative agreements, contracts and grants reporting requirements
- Assist with ensuring all grant deliverables and reporting relating to federal cooperative agreements, contracts and grants are met

## **SUPERVISORY RESPONSIBILITIES**

This position involves the direct and indirect management of other employees. This position may be responsible for selecting and overseeing external contractors and vendors who provide services related to the development and implementation of the Alliance's programs and services.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree in accounting or finance from an accredited college or university; a CPA, MBA, MPA, Masters of Accounting or a combination of education and related experience preferred
- Several years of experience in a management position that involves the direct supervision of multiple employees
- Several years of experience in financial management, preferably with a nonprofit organization
- Several years of experience with nonprofit accounting, including grant accounting compliance and reporting
- Several years of overseeing administrative and human resource functions
- Program and project management experience, including planning, organizing, communicating and implementing results
- Available for national and international travel

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge and understanding of nonprofit accounting principles and financial management
- Extensive knowledge and understanding of strategic planning, resource allocation, human resources and leadership
- Extensive knowledge and understanding of effective federal cooperative agreements, contracts and grants management
- Demonstrated strength in strategic financial leadership
- Ability to develop, implement and evaluate strategic initiatives
- Problem-solving skills with the ability to make sound, prudent decisions
- Ability to meet deadlines of assigned deliverables
- Ability to provide exceptional customer service to members and stakeholders
- Ability to continuously demonstrate exceptional verbal, written, listening and interpersonal skills
- Ability to develop and maintain professional internal and external relationships



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- Strong organizational skills, superior attention to detail and self-motivation
- Ability to work in a fast-paced, evolving environment

## WORKING CONDITIONS

This position will be based at our headquarters office in Washington, DC and involves the routine use of standard office equipment such as computers and phones.

The position requires periodic work outside of normal business hours, as well as travel both during and outside of normal business hours.

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job consistent with federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.

Persons with mental and physical disabilities as defined by the Americans with Disabilities Act (ADA) are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

## EMPLOYEE ACKNOWLEDGEMENT

By signing below, I am certifying that I have read the above job description and understand the requirements, essential functions, and duties of the position. I understand that this job description is designed to be an overview of the position and is not intended to be a comprehensive list of all responsibilities and requirements. I also understand that this job description may be amended or changed at any time and for any reason.

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Commercial Vehicle Safety Alliance provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.*