tamm capital GROUP

Job Title: Director of Finance

Reports to: Chief Executive Officer / Senior Director
Location: Indianapolis-based with hybrid option
Job Type: Full-Time

Position Summary:

The Director of Finance is responsible for leading and managing the financial operations of the association management firm and its portfolio of association clients. This individual oversees budgeting, financial planning and analysis, compliance, audits, and reporting. The role demands strategic thinking, nonprofit and association accounting expertise, and the ability to manage multiple financial operations simultaneously. Anticipated start date of November 1, 2025.

Key Responsibilities:

Financial Management & Reporting

- Oversee all financial operations for the firm and its client associations, including accounts payable/receivable, general ledger, bank reconciliations, payroll, and month-end close.
- Prepare and present accurate and timely monthly, quarterly, and annual financial statements for internal leadership and client board meetings.
- Monitor cash flow, investments, and assets to ensure financial health and liquidity.
- Follow up on outstanding and overdue balances in a timely manner.

Budgeting & Forecasting

- Lead the annual budget development process for the firm and its client organizations in collaboration with account executives and client Boards.
- Provide variance analysis and forecasting throughout the fiscal year to ensure budgets remain on track.
- Support strategic planning with financial modeling and scenario planning.

Compliance & Risk Management

- Ensure compliance with GAAP, IRS regulations, and nonprofit financial reporting standards.
- Manage and coordinate annual financial audits and tax filings (e.g., IRS Form 990, 990-N) for the firm and clients.
- Maintain appropriate internal controls and ensure all accounting procedures are followed.
- File annual lobbying reports on behalf of firm and association clients.

Client & Stakeholder Relations

- Serve as a trusted financial advisor to client Boards, executive directors, and staff.
- Attend client Board and Finance Committee meetings as needed to present financial updates and advise on fiscal strategy.
- Foster strong relationships with external vendors, CPAs, auditors, and banking institutions.

Team Leadership & Operations

- Drive process improvements and implement financial systems and budgets that scale with growth.
- Contribute to cross-functional leadership team initiatives to improve firm-wide operations.

Qualifications:

Education & Experience

- Bachelor's degree in Accounting, Finance, or related field (CPA or MBA preferred).
- Minimum 7–10 years of progressive financial leadership experience, ideally in an association management company, nonprofit organization, or professional services firm.
- Experience managing multiple sets of books and navigating the nuances of nonprofit accounting.

Skills & Abilities

- Deep knowledge of GAAP, nonprofit financial management, and IRS compliance.
- Strong analytical, budgeting, and forecasting skills.
- Excellent communication and presentation skills with the ability to convey complex financial information to non-financial stakeholders.
- Proficiency with accounting software (e.g., QuickBooks, Sage Intacct) and Microsoft Excel.
- Ability to manage competing priorities and work across multiple clients with varying needs.

Preferred Qualifications:

- Familiarity with AMS platforms (specifically Novi AMS is a plus)
- Experience in grant and restricted fund accounting.
- Background in managing financial operations for 501(c)(3), 501(c)(4), or 501(c)(6) organizations.

If interested or have questions, please reach out to Sarah Olivero at
solivero@tammcapitalgroup.com or (815) 409 – 6662.