



## **JOB DESCRIPTION**

### **Manager, Finance and Administration**

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The Common Ground Alliance (CGA) is the premiere trade association dedicated to preventing damage to underground utility infrastructure and protecting those who live and work near these important assets. The CGA is a member-driven association of nearly 3,200 damage prevention professionals spanning every facet of the underground utility industry. For more information, visit [www.commongroundalliance.com](http://www.commongroundalliance.com).

CGA is seeking a highly skilled and motivated Manager of Finance and Administration to manage CGA's business operations including office management, accounting and human resources. The successful candidate will work with a team of staff and vendors to manage CGA's office operations and will be responsible for managing outsourced HR, accounting, and office management firms. This position is located in CGA's offices in Alexandria, VA and is a hybrid position with remote work option up to two days per week. The Manager of Finance and Administration will report to the Vice President of Strategic Initiatives and Programs.

### **Responsibilities**

#### **Administrative/Operations:**

- Oversee office and administrative management including facilities, space planning, records management, office systems and equipment.
- Ensure compliance with financial commitments, including leases, contracts, and general operating expenses.
- Establish and maintain organizational procedures and policies and ensure document retention and recordkeeping practices are followed.
- Oversee human resources functions including working with vendors to process payroll, benefits, compliance and other related tasks.
- Ensure job descriptions are updated accordingly, proper onboarding/off boarding of staff, and planning and execution of staff meetings/events.
- Oversee telecommunications vendor and contracts to ensure proper functioning of phones, copiers, and other business support functions.
- Manage corporate insurance policies and advise senior management of any significant changes required.
- Maintain personnel records and adherence to personnel policy.

#### **Accounting/Finance:**

- Work closely with accounting firm to:

- Oversee the production of timely and accurate financial reports, execution of accounts payable, preparation of annual audit and other services.
- Manage cash flow and forecasting and oversight of all bank accounts and investments.
- Coordinate the development of the annual budget with support and contributions from staff, executive leadership and the CEO.
- Ensure compliance with Federal, State, local and any other financial, tax reporting and regulatory requirements.
- Oversee reimbursement claims for staff travel.
- Maintain and update internal controls and financial procedures.
- Work with CGA membership staff to manage accounts receivable including development of month-end membership and collections reports.
- Coordinate meetings, agendas, and supporting documents for Board, Advisory and Committee meetings.
- Review company credit card monthly statements and other company expenditures to ensure independent verification of payments.
- Other duties as assigned.

#### **Requirements/Qualifications**

- Bachelor's degree required.
- Proven experience (5+ years) in administrative and/or finance management.
- Prior trade association experience preferred.
- Prior experience working with outsourced HR and accounting firms.
- Experience working with membership management systems, web content management systems, and ancillary support systems.
- Excellent project management skills, including the ability to manage multiple projects concurrently.
- Experience working with cross-functional teams.
- Experience with QuickBooks.
- Some travel, non-traditional work hours, and weekend work required.

Salary commensurate with experience. Competitive compensation package includes health benefits as well as participation in 401(K) plan once eligibility requirements are met. Please email cover letter and resume to [jobs@commongroundalliance.com](mailto:jobs@commongroundalliance.com).