



David H. Murdock Research Institute

Director of Finance

Department: Operations/Administrations/Procurement

Job Code: FIN101

Position Summary

The David H. Murdock Research Institute (DHMRI) is seeking a Director of Finance to oversee financial reporting, procurement, and human resources activities. The DHMRI is an independent, not-for-profit research organization that performs collaborative research with academic, industry and government partners in the field of food, nutrition, health monitoring and disease prevention, and offering a unique range of analytical platforms to support translational research. The successful candidate will play a key role in optimizing DHMRI's financial performance to support the Institute growth. The Director of Finance will be a member of the Management Team, and will report to the Chief Business Officer.

Responsibilities

- Coordinate, analyze and provide monthly, quarterly, and yearly financial reports to the Executive Team and Board of Director Finance committee
 - Prepare and analyze financial performance reports for each lab
 - Establish budget and forecasts
 - Analyze variance and financial needs to support the operating plan
- Oversee audit and tax functions, coordinate activities with outside audit firms and review firm performance
- Ensure P&L structure is compliant with 501(c3) status and SEC rules and regulations
- Integrate SF.com (Sales) with QuickBooks (P&L) and SciQuest (Procurement) databases
- Maintain capital budget
- Model investment and divestments scenarios
- Responsible for corporate and human resource activities including employee benefits, retirement plans, corporate insurance, and related activities

Job Requirements

- MBA or CPA degree
- 7+ years in life science or CRO organizations
- Experience in non-profit research organizations
- Experience in budget development and management
- Strong financial management skills, and ability to manage funds effectively from a variety of sources
- Understanding of contract and grant administration (NIH, foundation, industry)
- Appreciation for detail, and must believe in continual process improvement
- Strong ability to interact with multiple stakeholders

DHMRI offers a comprehensive benefit package that includes the following: health, vision and dental, disability, life insurance coverage, and a 401(k) savings plan.

Equal Employment Opportunity

We are proud to be an EEO/AA employer M/F/D/V.