



Director of Finance and Administration

What is LPMA powered by Interchange 360?

The Lubricant Packaging Management Association (LPMA) powered by Interchange 360 was created by the producers of petroleum and automotive products with the purpose of providing Extended Producer Responsibility (EPR) compliance options for its members and supporting the development of circular material management solutions for their petroleum-based and related products and packaging.

As a 501(c) nonprofit, LPMA powered by Interchange 360's directive is to provide the Producers of petroleum and automotive products with sustainable, transparent, and cost-effective support for their EPR Compliance needs and their Circular Economy objectives.

Position Overview

Reporting to the Chief Executive Officer (CEO), the Director of Finance and Administration will oversee the financial and administrative operations of LPMA powered by Interchange 360. This position is responsible for overseeing the financial health and administrative functions of the organization, ensuring fiscal responsibility, operational efficiency, and regulatory compliance. The role will drive the development and execution of financial strategies that align with LPMA's mission to deliver sustainable and cost-effective EPR compliance solutions. This includes managing budgets, financial reporting, audits, and risk assessments, as well as overseeing key administrative areas such as legal compliance, IT systems, procurement, and human resources coordination. In addition to managing financial and administrative operations, the Director will serve as a strategic advisor to the CEO and Board of Directors, providing actionable insights to guide organizational decisions. The ideal candidate will possess a strong background in financial management, nonprofit administration, and strategic planning, with an understanding of EPR laws and sustainable material management principles.

Key Deliverables for the Role

Financial Planning and Management

- Develop, implement, and oversee the organization's financial strategy, ensuring alignment with organizational goals.
- Prepare and manage the annual budget, providing regular updates to the CEO and Board of Directors.

- Monitor financial performance against goals, ensuring cost-effective operations and recommending corrective actions as needed.
- Oversee the preparation of accurate and timely financial statements, reports, and audits in compliance with nonprofit regulations and best practices.
- Manage cash flow, investments, and reserves to ensure long-term financial sustainability.
- Collaborate with the Director of Operations to allocate resources efficiently to support EPR programs and circular economy initiatives.

Administrative Leadership

- Develop and implement administrative policies and procedures to ensure organizational efficiency and compliance with applicable regulations.
- Oversee contract negotiations, vendor management, and procurement processes.
- Manage and maintain organizational records, including legal, tax, and regulatory documentation.
- Ensure effective IT and office management systems, leveraging national services as needed to avoid duplication of efforts.

Compliance and Risk Management

- Ensure compliance with state and federal regulations, including nonprofit reporting requirements and EPR laws.
- Monitor financial and operational risks, implementing mitigation strategies as necessary.
- Oversee insurance policies, ensuring adequate coverage for organizational activities and assets.

Stakeholder Engagement and Reporting

- Collaborate with the CEO and LPMA Directors to present financial reports and strategic recommendations to the Board of Directors and advisory committees.
- Build and maintain relationships with financial institutions, auditors, and regulatory bodies.
- Support stakeholder engagement efforts by providing financial insights into program costs and benefits.

Talent Management and Team Development

- Recruit, train, and mentor a high-performing finance and administrative team, fostering a culture of accountability and continuous improvement.
- Onboard new staff including 401k and benefits coordination.
- Develop and implement a professional development plan to ensure staff remain current on best practices and industry trends.

Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- CPA designation required; an MBA is preferred.
- A minimum of 10 years of experience in financial management, with at least 5 years in a leadership role, preferably within a nonprofit organization.
- Proven expertise in nonprofit accounting, compliance, and financial reporting.
- Familiarity with EPR laws, sustainability initiatives, or circular economy practices is an asset.
- Proficiency in financial management software and tools.

Personal Attributes

- Strong leadership and strategic planning skills with the ability to manage complex projects and budgets.
- Exceptional analytical, problem-solving, and decision-making abilities.
- Excellent communication and interpersonal skills, with a proven ability to build trust and collaboration across diverse stakeholders.
- High integrity, transparency, and commitment to the mission and values of LPMA.

Compensation and Other Benefits

- The annual base salary range for this position is \$165,000 - \$185,000. The actual base salary offered to a successful candidate will be based on a variety of factors in accordance with applicable law, including the successful candidate's relevant experience, skills, knowledge, and work location.
- In addition to base salary, this role is eligible for medical, dental, and vision benefits, life insurance, 401k matching and paid time off.
- Professional development opportunities.
- Flexible working arrangements.