



**NATIONAL
ASSOCIATION OF
REALTORS®**

SENIOR DIRECTOR, FINANCIAL OPERATIONS

POSITION PROFILE

*Organization: **National Association of Realtors®***

*Location: **Chicago, IL (Hybrid)***



MANEVA



It is NAR's mission to empower REALTORS® as they preserve, protect, and advance the right to real property for all.

The National Association of Realtors® (NAR) is America's largest trade association, representing more than 1.5 million real estate professionals across the United States, including brokers, agents, property managers, appraisers, and other industry specialists. Since 1908, NAR has been a cornerstone of the real estate profession, advocating for property rights, promoting fair housing, and providing members with the tools, data, and education needed to succeed in one of the most dynamic and fast-changing industries in the world.

Through its 54 state and territory associations and more than 1,000 local Realtor boards, NAR operates at every level of the industry, advancing standards of professionalism through its Code of Ethics and serving as a trusted voice for real estate in Washington, D.C. and beyond. Each year, NAR members participate in the sale, lease, and management of billions of dollars in real estate transactions, helping to drive the nation's economy.

NAR's workplace culture is built on respect, collaboration, and inclusion. Guided by core values of Members First, Leading Change, Respect, Collaboration, Diversity & Inclusion, and Communication, NAR fosters a team environment where employees are empowered to innovate, grow professionally, and work together in service of members.

Today, under new executive leadership, NAR is embarking on a bold transformation—modernizing systems, deepening transparency, and strengthening its operational foundation to better serve members and position the organization for long-term excellence. Joining NAR means becoming part of a mission-driven team that plays a vital role in protecting the dream of homeownership and advancing economic opportunity for millions across the country.

You can learn more at <https://www.nar.realtor/>

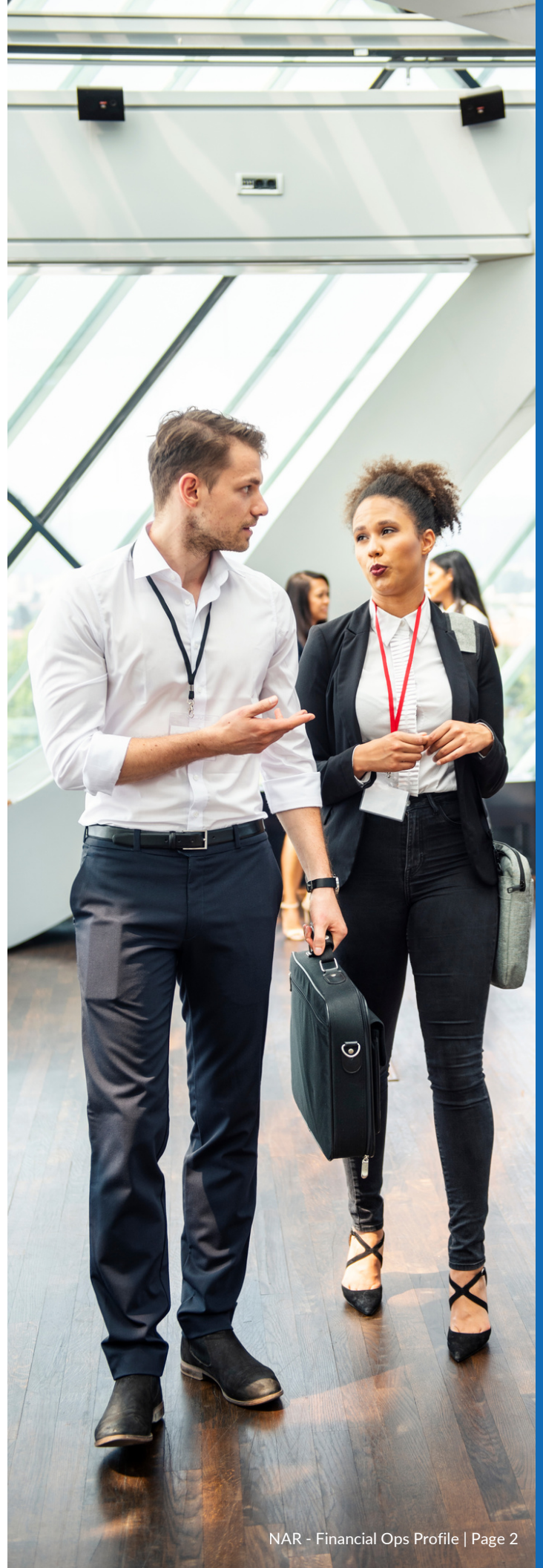


SENIOR DIRECTOR, FINANCIAL OPERATIONS

The National Association of REALTORS® (NAR) seeks a Senior Director of Financial Operations to lead and modernize its disbursement, accounts payable, and vendor management functions through strategic leadership, systems optimization, and data-driven process improvement. Reporting to the Chief Financial Officer, this leader will play a pivotal role in ensuring accuracy, transparency, and accountability across NAR's financial systems and payment operations.

Under new executive leadership, NAR is entering a transformative chapter focused on financial modernization, efficiency, and data-driven decision-making. The Senior Director will assess and strengthen current processes, lead the optimization of NetSuite workflows, and implement a clear framework for approvals, controls, and compliance across all divisions. They will bring order, structure, and strategic oversight to the full disbursement lifecycle- from vendor setup through payment execution- ensuring that financial operations reflect NAR's commitment to transparency, integrity, and excellence.

Overseeing a team of five, including managers and specialists across accounts payable, cash management, card programs, and disbursements, the Senior Director will foster a culture of accuracy, service, and collaboration. The ideal candidate is both a builder and an operator- someone who can evaluate, design, and implement systems while leading people through change. They will partner closely with the CFO and internal departments to ensure that financial operations not only run efficiently but also position NAR for long-term success.



KEY RESPONSIBILITIES

Financial Operations Leadership

- Lead the organization's full procure-to-pay operations, including procurement, accounts payable, cash management, and card programs, ensuring consistency, efficiency, and compliance across NAR's multiple entities.
- Oversee a team of five direct reports, providing leadership, coaching, and direction to build a high-performing, collaborative finance operations team.
- Partner with the CFO and other senior financial leaders to align procurement and disbursement functions with organizational priorities and financial strategies.

Systems Implementation & Process Modernization

- Drive the continued implementation and optimization of NetSuite, ensuring workflows for disbursements, vendor approvals, and compliance are automated, standardized, and fully integrated.
- Establish standardized approval hierarchies, workflows, and documentation practices that ensure operational accuracy and audit readiness.
- Identify and implement process improvements that automate manual tasks, improve efficiency, and strengthen data integrity across systems.

Financial Controls, Risk & Compliance

- Design and maintain internal controls to safeguard assets, reduce financial risk, and ensure compliance with policies, regulations, and audit standards.
- Develop and enforce clear governance over purchasing, payments, and vendor transactions, ensuring accountability at every stage of the process.
- Collaborate with Finance, Legal, and Internal Audit to maintain proper documentation and readiness for all financial reviews.



KEY RESPONSIBILITIES (CONTINUED)

Vendor & Contract Management

- Oversee vendor lifecycle management, ensuring accurate onboarding, data integrity, and adherence to internal and regulatory requirements.
- Manage contract compliance and vendor performance, partnering with Legal and Finance to uphold organizational standards and service quality.
- Lead development of policies and internal controls for vendor setup, payment authorization, and disbursement activities Implement a centralized contract lifecycle management approach (repository, renewals, obligations tracking) to improve visibility, compliance, and audit readiness.
- Champion supplier diversity by developing initiatives and partnerships that expand opportunities for diverse, minority-owned, women-owned, and small businesses, aligning with NAR's broader commitment to equity and inclusion.

Analytics, Reporting & Transparency

- Develop and maintain financial dashboards and reporting tools to provide leadership visibility into vendor activity, disbursement trends, and process efficiency.
- Use data and analytics to drive operational insights, inform strategic decisions, and strengthen audit readiness and financial accountability.
- Analyze association-wide spending patterns and drive initiatives that reduce costs, eliminate redundancies, and improve operational effectiveness.

Team Leadership & Collaboration

- Build a culture of excellence, service, and collaboration that reflects NAR's commitment to transparency, integrity, and member trust.
- Serve as a strategic partner to departments across NAR and other affiliated entities, providing guidance and support on financial workflows, vendor management, and disbursement practices and gaining buy-in for standardized practices and consistent financial discipline.
- Provide expertise and training to empower teams to navigate new systems confidently and effectively.



QUALIFICATIONS

- Minimum of 7 years of progressive experience, in finance operations, accounts payable or disbursement management including leadership roles managing staff in a complex, multi-entity, or matrixed environment.
- Bachelor's degree in business administration, Finance, Accounting, or a related field required; master's degree or professional certification preferred
- Proven track record leading ERP/financial system implementations (preferably NetSuite), with deep understanding of workflows, automation, and data integrity.
- Proven ability to assess, redesign, and implement internal controls, workflows, and approval structures that strengthen transparency, compliance, and audit readiness.
- Strong financial and analytical acumen with the ability to interpret spend data, identify efficiencies, and translate insights into actionable strategies.
- Exceptional leadership and communication skills with the ability to build, mentor, and inspire teams, gain buy-in across departments, and drive organizational change with diplomacy and credibility.
- Strategic and hands-on- equally comfortable designing enterprise frameworks and managing day-to-day execution in a fast-paced, high-stakes environment.



COMPENSATION & BENEFITS

This position is hybrid, with an expectation of working three days per week in the office at 430 N. Michigan Avenue, Chicago, IL 60611.

The salary range for this role is **\$150,000 – \$200,000**, commensurate with skills, experience, and internal equity, with eligibility for a performance-based bonus and a comprehensive benefits package. NAR provides competitive health and wellness coverage, flexible work arrangements, and professional development opportunities that foster both personal growth and career advancement.

HOW TO APPLY

To express your interest in this opportunity, please submit your resume and cover letter [here](#).

All inquiries and discussions will be handled with the utmost confidentiality. This position is available immediately, and applications will be reviewed on a rolling basis until the role is filled.

We look forward to hearing from you!



ABOUT MANEVA GROUP

Maneva Group is a leading woman and minority owned executive search firm dedicated to connecting exceptional talent with organizations committed to making a meaningful impact. Through a consultative and client-focused approach, Maneva Group partners with mission-driven organizations to build transformative leadership teams.

Our name, Maneva, comes from the combination of two Sanskrit words: “**Mānav**” meaning mankind & “**Sevā**” meaning service. We are driven by the ideal of our name - service to humanity.