

Director of Finance & Administration - CCEH

Position Description:

The Director of Finance and Administration is responsible for overseeing all accounting functions including accounting for cash receipts and disbursements, payroll and bank reconciliations, general ledger review and financial statement preparation. The position is responsible for preparation of the annual budget, bi-monthly budget vs. actual reporting, cash flow analysis and income and expense grant allocations, all grant application budgets and related narratives, as well as interim and final reporting of grant expenditures for both private and government (state and federal) entities. The Financial Manager is also responsible for preparation for and representation at the annual outside audit, and review of subsequent audit reports and Federal tax and State regulatory filings. This position reports directly to the Chief Executive Officer/Executive Director. Position provides reporting for and attends bi-monthly finance committee meetings and board of directors' meetings. The position also is responsible for oversight of various administrative and human resources tasks.

Reports To: Chief Executive Officer/Executive Director

Responsibilities:

- Manage all financial operations of the organization including budgeting, accounting, banking and investment relationships, cash management, payroll, forecasting and financial reporting;
- Oversee annual budgeting and planning process in conjunction with Executive Director and senior management; monitor actual progress and changes and communicate this information to senior leadership, identifying variances and developing appropriate action plans;
- Create, implement and maintain fiscal policies and internal controls to ensure best practices;
- Work in partnership with development staff to ensure appropriate tracking and reporting of funds (both government and private funding);
- Review, budget and account for all government contracts (State, Federal, Municipal);
- Manage the annual audit process and 990 preparation of organization's books and records by the independent auditors engaged by the Board for that purpose and manage other periodic external audits and monitoring by government or other entities;
- Implement and update the organization's Financial Policy and Procedure Manual and, as circumstance require, work to recommend the development of new procedures or the modification of existing procedures to ensure proper internal controls and management of risk;
- Provide data/prepare and submit financial reports as may be periodically requested to facilitate contract and grant applications and subsequent financial reporting to contractors and other agencies;
- Support the board's finance committee; ensure the board has access to the financial information necessary to carry out its fiduciary responsibilities with confidence;
- Oversee administrative and human resources tasks including administering health insurance and benefits plans, new hire orientation, office and building issues as they arise, building and equipment leases and other tasks as needed.
- Supervise Special Projects Coordinator and support staff working on projects related to accounting functions.

Qualifications

- 5-7 years of non-profit based accounting, budgeting, financial management and analysis experience, including 2-3 years in a leadership capacity.

- Experience with private foundation grants financial management including budgeting and reporting.
- Experience with both state and federal funding budget development and reporting.
- Strong computer aptitude, experience and proficiency in QuickBooks, Microsoft Excel and Word.
- Excellent communicator with ability to present financial and other data analysis and findings in both verbal and written formats in layman's terms to management, board members, program and development staff, external constituencies, etc.
- Demonstrated ability to plan, set priorities, lead in multiple areas of responsibility, motivate colleagues and maximize impact in an environment of limited resources.
- Minimum of Bachelor's degree in business, accounting, or related field; Master's degree and/or CPA a plus.

Position Start Date: October 1, 2018. Position is salaried full time (40 hours per week) and offers benefits including health insurance coverage; paid time off; contribution to retirement plan after 12 months of employment. Flexibility in setting schedule and working offsite, including from home.

Salary range - \$80,000 - \$90,000.

To apply: Please send cover letter and resume to Julia Minchew at jminchew@cceh.org no later than August 3, 2018.

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