



Director of Finance & Administration JOB DESCRIPTION

Reports to: Deputy Director

Supervises: Finance Manager

Summary/Description: The Director of Finance & Administration oversees RHI's financial and administrative systems, including the contracting, compliance and billing associated with the organization's public funding streams. This person partners closely with RHI's out-of-house accountants to ensure information is readily available for the Executive Director and Board to analyze the agency's financial health and long-term sustainability. This position offers the opportunity to help steer a widely respected CBO through continued periods of growth and to ensure the center's day-to-day administration is efficient and effective. It is also an opportunity to help build the capacity of our program teams to become more connected to our annual budget process, and to their individual program and grant budgets.

Responsibilities: The responsibilities of the Director of Finance & Administration include but are not limited to:

Contract Management

- Manage a portfolio of grants and contracts, ensuring highest standards of contractual compliance and responsible use of funding.
- Oversee government contracts from solicitation and pre-award stages to contract registration, management and reporting. These include: timely submission and execution of contracts, budgets, and work plans, ensuring that budgets are spent in a timely manner, leading the preparation and submission of requests for budget amendment, carry-over or no-cost extensions, coordinating with department staff to respond to funder audits and site visit requests as well as, monitoring compliance (e.g., building code, licensure, insurance requirements) and reporting requirements (e.g., preparing and submitting reports, invoices, vouchers)
- Develop and implement a robust grant management and disbursement system to ensure accurate time/costs reports on a monthly basis.
- Communicate regularly with our outsourced accounting firm and program managers on spending, and troubleshoot issues related to under- or over-spending.
- Work with program staff to ensure timely submission of work scope items such as attendance
- and participation data
- Manage grant management and accounting systems including recording and reviewing receivables from government grants in QuickBooks and maintaining updated and accurate records of projected government income in Salesforce

Financial Systems Management

- Lead and execute the annual budgeting and planning process in conjunction with the Executive Director and Deputy Director including working with staff and board to develop program and organizational budgets, monitoring progress and changes, and keeping senior leadership team abreast of the organization's financial status
- Coordinate the annual audit process in collaboration with external auditors and the finance committee of the board of directors; assess any changes necessary
- Implement a robust contracts and fiscal management system ensuring a streamlined well-orchestrated grants management process from pre-awards step (e.g., application and procurement) to post procurement stages including contract registration, invoicing and reconciliation
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual
- In partnership with the accounting firm oversee day-to-day accounting processes, including bookkeeping, payroll management, invoicing, and financial tracking of restricted grants. In this capacity, manage relationships with key external vendors, funders and stakeholders.
- Work with the accountant and Development team to update and reconcile accounting and fundraising databases. Support finance team with routine transactional finance tasks.
- Respond to external and internal inquiries and create reports for various stakeholders
- Facilitate capacity building and professional development of staff towards ensuring organizational fiscal resilience and competence by establishing and managing a comprehensive training program to educate employees regarding finance and budgeting tools, policies and procedures

General Management (including Vendor and Facility Management)

- Oversee operational functions to ensure efficient and consistent operations as the organization scales
- Manage relationships and contracts with related vendors and consultants including supporting with the oversight of relationships with vendors such as Amazon, Seamless etc.
- Support staff with maintenance of RHI's physical premises, including managing google calendars for office-wide events and Supervisor on Duty schedules
- Support Director of HR in systematizing maintenance of HR and personnel files
- Research and renew policies for insurance including general liability, D&O, vehicle, etc.
- Work closely with Director of HR and Operations team to ensure policies and practices are in place to support RHI's approach to remote work as well as re-opening post-COVID-19
- Work with Operations team to maintain computer equipment, server function hardware and software updates, and technology inventory. Guide and implement RHI's cybersecurity strategies
- Work with supervisees to set and achieve goals that support RHI's mission and their professional development path
- Support with troubleshooting technology and facilities issues as needed.
- Attend relevant meetings, conferences, trainings and workshops

Skills, Knowledge and Competencies:

- Strong customer/client service orientation and strong communications skills
- Excellent organizational skills; demonstrated ability to follow tasks through to completion, over time and meet deadlines
- Self-starter; ability to work independently
- Multi-tasker; capable of working on multiple projects at one time, often under pressure
- Ability to keep accurate records and statistics
- Ability to be discreet when handling confidential information
- Attention to detail and a conscientious attitude
- Ability to liaise with a consultant team, provide clear direction
- Awareness of administrative and financial regulations and how to apply them to daily workflows

Education and Qualifications:

- At least seven years of administration/financial experience, preferably in a nonprofit environment, including working knowledge and direct experience managing government funding sources and contracts
- At least three years of supervisory experience
- Experience supporting IT systems is a plus, but not required
- Experience developing systems to increase organization efficiency
- Bachelor's degree, ideally in accounting or administration
- Excel, QuickBooks and Salesforce experience preferred
- Involvement and familiarity with Red Hook community preferred

Compensation: The salary range for this position starts at \$90,000.

To apply: Please send resume, and cover letter to apply@rhicenter.org with "Director of Finance & Administration" in the subject line.