



## Director of Finance & Administration JOB DESCRIPTION

**Reports to:** Deputy Director

**Supervises:** TBD (2-3 positions including A/P 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 organization'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.

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

### Government Contracts Management

- Apply for, procure and register government contracts and ensure RHI's compliance with all aspects of public grants administration (currently includes SACC license; DYCD, HRA, DOHMH, EDC, NYS Dept of Agriculture); work with pro bono legal team as needed
- Coordinate with government agencies as necessary to complete audits and building code or insurance requirements; ensure that partner organizations or subgrantees complete required paperwork in a timely fashion
- Work with program staff to ensure timely submission of work scope items such as attendance and participation data
- Develop and implement systems to monitor and report time/costs on a monthly basis
- Create and submit reports/invoices/vouchers for reimbursement
- Record receivables from government grants in QuickBooks
- Maintain updated and accurate records of projected government income in Salesforce
- Attend relevant meetings, conferences, trainings and workshops
- Respond to inquiries and create reports as needed

### Financial Systems Maintenance

- Oversee the daily, weekly, monthly and annual processes for accounts payable and receivable
- Communicate in a timely and professional manner with staff on financial requests and inquiries

- Ensure that RHI has the systems in place for making and tracking secure and efficient payments and income (such as the reconciliation between accounting and fundraising databases)
- Manage the annual audit, with support from the Deputy Director
- Support Office Manager in routine transactional finance tasks such as coding and processing invoices and receipts
- Oversee bi-weekly check cutting and signing
- Manage relationships and contracts with related vendors and consultants
- Work with Program Managers to track and manage team budgets and spending
- Run monthly Profit and Loss and cash flow reports; report to the Board of Directors as needed

#### Administration, Facilities & Technology

- Work closely with Director of HR and Office Manager to ensure policies and practices are in place to support RHI's approach to remote work as well as re-opening post-COVID-19
- Support Office Manager in oversight of relationships with vendors such as Amazon, Seamless, cleaning company
- Support Office Manager in daily 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.
- Guide and implement RHI's cybersecurity strategies
- Work with Deputy Director and IT consultant to maintain computer equipment, server function, hardware and software updates, and technology inventory
- Support with troubleshooting technology and facilities issues as needed

#### Supervision

- Work with supervisees to set and achieve goals that support RHI's mission and their professional development paths

#### **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 a plus
- 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, cover letter and references to [apply@rhicenter.org](mailto:apply@rhicenter.org) with "Director of Finance & Administration" in the subject line.