



Director of Finance & Administration JOB DESCRIPTION

Reports to: Chief Operations Officer

Supervises: TBD (2-3 positions)

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 (current roster includes SACC license; DYCD, HRA, DOHMH, EDC, Dept of Ag. funding); 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 workscope 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 COO
- 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

- 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 Operations 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 IT consultant to maintain computer equipment, server function, hardware and software updates, and technology inventory
- Support with troubleshooting as needed and guiding cybersecurity policies

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:

- 5-7 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

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