



## **Director of Finance and Administration**

### **Organizational Overview:**

CASA-NYC is a volunteer-based, not-for-profit organization that provides advocacy for children and youth involved in New York City child welfare proceedings. Our mission is to ensure children and youth involved in the child welfare system have their needs met and rights protected, and children in foster care move into safe and permanent homes as quickly as possible. The children, youth and families we serve have been impacted by intergenerational trauma, structural racism and chronic poverty. We are actively working to fully integrate trauma-informed, anti-racist principles into our work. We partner with family members and their allies to support them in overcoming barriers to safety, stability and family reunification and achieving equitable outcomes.

We strongly encourage candidates fluent in multiple languages and candidates from groups that have historically experienced oppression to apply. We are committed to advancing racial justice and civil rights in our advocacy, and we value the dynamism and perspective that staff diversity, equity, and inclusion bring to the work and culture of our organization. We strive to promote behaviors, attitudes and policies that enable us to work inclusively and effectively in cross-cultural situations with clients, co-workers, and community partners. We actively recruit and seek to grow and maintain a staff that is diverse along many axes, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity; and to develop a pathway to leadership opportunities for people from historically oppressed populations.

### **Position Description:**

The Director of Finance and Administration (DFA) will serve as an organizational leader responsible for setting, articulating and implementing a compelling financial strategy and ensuring sound financial planning and management across the organization. The DFA reports to the Executive Director and works directly with the finance committee of the board of directors.

The successful candidate will have a strategic approach to analyzing and projecting budgets, hands-on experience with the administration of a nonprofit, and be committed to CASA-NYC's mission and organizational values. The ideal candidate will be familiar with federal, city & state contracts and grant reporting requirements.

## **Key Responsibilities**

### ***Organizational and Strategic Leadership:***

- Support the organizational vision of CASA-NYC
- Develop departmental vision, strategy, and goals that align with CASA-NYC's mission and strategic plan
- Ensure that budgets and long-term financial plans are aligned to the organizations' strategic plan, values and priorities
- Cultivate and promote a culture of collaboration, transparency and accountability

### ***Financial Management:***

- Lead the annual budget and planning process in close collaboration with the executive director and finance committee of the board of directors
- Administer and review all financial plans and budgets; monitor progress and changes on a monthly basis, identifying variances and developing appropriate action plans in collaboration with the executive director and finance committee
- Monitor/oversee all outsourced and in-house accounting functions, including accounts payable, accounts receivable, chart of accounts and general ledger, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Manage organizational cash flow and forecasting
- Maintain appropriate internal controls
- Prepare monthly, quarterly and annual financial reports in a timely manner for presentation to the executive director, finance committee and board of directors
- Oversee and manage the relationship with outsourced financial management services, including ensuring the accuracy and compliance of day-to-day financial accounting function and processes
- Work with development and program staff to support grant proposals, financial management of grants, reimbursements and reporting for government, foundation, and privately-funded grants
- Conduct periodic financial analyses including comparisons of budget, actual expenses, and forecasts, audit performance, and risk management ensuring both stability and sustainability for the organization
- Develop and implement a finance policies and procedures manual to ensure compliance and efficiency in all aspects of financial management

- Establish/maintain relationships with vendors and funders
- Regularly conduct cost-benefit analysis and external benchmarking to identify cost efficiency opportunities
- Provide supportive and effective supervision to departmental staff
- Assure the effectiveness of internal controls

***Administration:***

- Negotiate and ensure compliance with all contracts
- Review all independent contractor agreements
- Oversee invoicing for and tracking of fee-for-service work
- Understand and mitigate key elements of CASA-NYC's risk profile; negotiate and maintain appropriate insurance coverages

**Qualifications**

- At least a Bachelor of Arts or Bachelor of Science degree, preferably an advanced degree in a related field.
- 10+ years of professional experience including a track record of success in accounting, risk management and financial management
- Familiarity with federal, city and state funding processes, including proposal and reporting requirements
- Experience managing critical administrative functions including information technology, human resource operations, and facilities management
- Excellent written and verbal communication skills, with an ability to translate complex organizational data into clear and simple messages for a wide range of audiences
- Significant experience with nonprofit programs, organizational budgeting, and managing government grants
- Ability to comprehend both the "big picture" and the minutiae of contracts, regulations, and financial information
- Excellent verbal and written business communication skills, notably the ability to effectively present financial information to people with all levels of accounting knowledge
- Knowledge of Fundez or comparable nonprofit accounting software, and skilled in the use of technology to quantify and illustrate financial reports, comparisons, impacts, and projections
- Proficiency with Microsoft Office (including Word, Excel, PowerPoint), Google Apps for Business (Gmail, Docs/Drive/calendar)
- Expertise or at minimum familiarity with financial/accounting and database software (e.g. Fundez, Excel, Bill.com, Expensify).

- Collaborative and problem-solving work style
- Self-directed, well-organized, and committed to office efficiency
- Strong contributor to a positive and efficient workplace by personally providing a model of effective supervision, communicating high expectations, and value and respect for all team members
- Demonstrated commitment to CASA-NYC's mission and values

CASA-NYC is a partner project of the Fund for the City of New York. We are an equal opportunity employer and encourage people of color, immigrants, LGBTQ-identified and differently-abled candidates to apply.

Salary ranges from \$100,000-\$120,000 commensurate with experience. A competitive benefits package includes a 401(k) retirement plan with a 2:1 match, health, dental and vision insurance, flexible spending accounts, pre-tax transit costs and a generous paid time off package including 20 vacation days. The Director of Finance and Administration will have a hybrid work environment, working 2-3 days each from home and from CASA-NYC's office at 48 Wall Street.

**To apply please email [jobs@casa-nyc.org](mailto:jobs@casa-nyc.org) with "Director of Finance and Administration" in the subject line.** Please send a resume and detailed cover letter explaining your interest, passion, and experience, with a specific answer to the following required question:

*How have your background and experiences, professional or otherwise, prepared you to contribute to CASA-NYC's ongoing efforts to increase diversity, equity and inclusion in the workplace, and/or to advocate for justice for children and families disproportionately impacted by the child welfare system?*

Feel free to think broadly about your response to this question, applying various aspects of your life, personal and professional experiences. Please also reference in your cover letter where you saw this posting.