

## **FEDERATION OF PROTESTANT WELFARE AGENCIES**

### **STAFFING AGENCY BRIEF – DIRECTOR OF FINANCE**

#### **Organizational Background**

The Federation of Protestant Welfare Agencies has been a prominent force in New York City's social service system for 90 years, meeting the needs of New Yorkers and supporting the agencies that deliver human services. Founded in 1922 to coordinate the efforts of New York's Protestant child care agencies, today FPWA is one of the city's premier social service support organizations.

We have branched beyond our original faith-based membership, and provide management assistance, capacity building, and advocacy services to nearly 200 member agencies and churches throughout the City's five boroughs and beyond. Together, our network serves more than 1.5 million New Yorkers of all ages and ethnicities. In addition to our work with member agencies, we also provide group purchasing, information and referral, and other services to any not-for-profit organization in need of our assistance.

**Organizational Operating Budget 2015: \$7.8 million**

**Staff Size: 35; *Note that the organization is currently located at 281 Park Avenue South but will be relocating to 40 Broad Street in April***

#### **Job Overview**

**Reporting to:** Chief Operating Officer

The Director of Finance leads all aspects of financial management and operations for the organization. As a senior leader, the Director has primary responsibility for managing, controlling and safeguarding all financial-related activities of the company. This will include direct 'hands on' responsibility for accounting, budgeting, finance, forecasting, planning and program costing. Working with the Board of Directors, Chief Executive and Chief Operating Officer, the Director of Finance will provide leadership in continuous evaluation and achievement of short and long term financial objectives.

**Key responsibilities will include:-**

- Lead and manage all aspects of the finance and accounting function within the organization; managing and developing the Finance function to ensure high –performance and on-going ability to support FPWA's evolving financial management requirements
- Ensure development, implementation, and maintenance of internal control systems to ensure compliance with GAAP and applicable federal, state and local regulatory requirements
- Ensure the implementation of effective and efficient financial processes and procedures which enable achievement of strategic and programmatic priorities
- Develop and implement processes for financial forecasting, budgeting and consolidation of financial information
- Ensure development and provision of timely and accurate analysis and reporting of financial data including monthly reports for review by COO, CEO and Board of Directors, statutory reports

and schedules, preparation of year –end statements for independent certification and analysis related to all grant funding (private and government)

- Manage year –end closing process including preparation of year –end statements and returns for independent certification and analysis related to all grant funding (private and government)
- Lead the organization’s annual budget process including providing scenario planning where necessary, and providing advice and guidance about short –term and long-term implication of budget decisions
- Manage the annual audit process, liaising with external auditors and internal teams as required
- Manage the organization’s investment and retirement portfolios and other financial vehicles as appropriate (e.g. bond financing)
- Ensure appropriate management of all revenue received, liaising with the Development and Communications team as required
- Manage FPWA’s cash position, ensuring appropriate management of funds, preparing cash flow projections and monitoring cash flow needs.
- Ensure proper financial management of grant funding
- Supervise bi-monthly payroll
- Ensure maintenance of accurate financial records, including maintenance of all financial/ accounting systems
- Develop effective partnerships with all senior leaders within the organization, to ensure provision of timely, financial leadership to all relevant business/ program activities
- Participate in organization-wide activities as required incl. act as a member of the Senior Leadership team

**Required Skills and Experience Includes:-**

- Minimum of 7 years senior level experience in managing a finance and accounting function including experience of developing and implementing ‘best practice’ approaches tailored to organization’s needs
- Extensive knowledge of financial management in non-profit organizations together with in - depth understanding of GAAP. Direct ‘hands on’ experience in all aspects of financial management and accounting including reporting, budgeting, forecasting and basic auditing. Proven experience of working with multiple funding sources and financial management of city and state grant funding including working with contractual partners
- Experience of managing and leading annual financial processes within a non-profit organization e.g, year- end close, audit preparation budget preparation
- An experienced leader with experience of leading and managing high –performing teams
- Experience of working directly with Boards of Directors, external auditors and other key external stakeholders
- Ability to build effective internal and external partnerships and communicate effectively at all levels of the organization. Proven ability to influence others to ensure integrity and adherence to required financial standards
- Excellent written and oral communication skills together with excellent interpersonal skills.

- Experience of presentation of clear and informative financial materials and reports for management review and multiple audiences
- High level of integrity and dependability
  
- Proven ability to work in a fast-paced environment with changing priorities while retaining highest professional standards. A proactive approach, strong sense of urgency and results-orientation.
- Strong analytical and problem-solving skills. Ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Ability to balance a strategic approach with a 'hands on ability to achieve required outcomes. Proven organizational skills with a high- level of detail orientation.
  
- Systems understanding is essential, together with excellent MS Office skills( especially Excel)and strong working knowledge of Sage Not for Profit Accounting software (formerly MIP)
- BS in Accounting or Finance. Masters degree and /or CPA preferred

**PLEASE SUBMIT A COVER LETTER AND RESUME TO:**

Emma Guzman, Operations and Human Resources Coordinator

Federation of Protestant Welfare Agencies

[jobs@fpwa.org](mailto:jobs@fpwa.org)

No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

**FPWA IS AN EQUAL OPPORTUNITY EMPLOYER**

The Federation of Protestant Welfare Agencies is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.