



## VACANCY ANNOUNCEMENT

### DIRECTOR OF FINANCE & ADMINISTRATION

Hope For Youth is searching for a Director of Finance & Administration. The Director of Finance and Administration will be a strategic thought-partner, and report to the Executive Director. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team of direct and indirect reports to support the following areas: finance, business planning and budgeting, benefits/profit sharing plans, administration/compliance, and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic planning as Hope For Youth continues to enhance its quality programming and capacity.

This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

#### **Position Summary:**

Responsible for establishing and maintaining an effective general accounting & finance function at the agency, including preparing and monitoring annual budgets; documenting, recording and reporting on all HFY grants and financial activities to management, the board of directors, and outside funding sources. Direct oversight of: general accounting, reimbursement, annual audit, accounts payable, accounts receivable, payroll, investment portfolio, pension plan and financial reporting. Establish and update policies, procedures, and controls to assure compliance with all laws, regulations, and reporting requirements. Other responsibilities as assigned.

#### **Specific Responsibilities include:**

Prepares and monitors the annual budget; issue interim package of financial statements; participates on the finance and audit committee of the board of directors; manages the

organization's cash flow, and establishes internal fiscal policies, procedures and controls to ensure sound financial operations and compliance with board directives, agency requirements, GAAP, and government regulations; oversees the recording all investment transactions; prepares the organization for its annual audit and manages the process; reconciles the organization's investment portfolio and pension plan; manages agency information technology and fixed assets.

### **Qualifications**

- CPA (NYS) required
- At least seven years of professional non-profit experience; ideally five-plus years of broad financial and operations management experience in child welfare services/CFRs and Standard of Payment system reports
- Ability to translate financial concepts to and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in public sector grants management
- Technology savvy with experience [selecting and] overseeing outsourced relationships, including billing and software installations and managing relationships with vendors; deep knowledge of accounting and reporting software
- Commitment to managing, implementing and training that maximize individual and organization goals across the organization including best practices in revenue management, compliance and administration activities
- Personal qualities of integrity, credibility, and dedication to the mission of Hope For Youth

Hope For Youth, Inc. provides residential care, foster care, and preventive and out-patient services to children, youth and families with an 11.5 million annual budget and 150 staff. Residential and foster care services are licensed by New York State Office of Children and Family Services; our out-patient clinic is licensed by New York State Office of Alcoholism and Substance Abuse Services.

All positions are subject to verification of qualifications and background investigation including State Central Child Abuse Registry, DMV record review, criminal records screening, reference checks. Competitive salary, generous paid time off and benefits packages available. Hope For Youth, Inc. is an equal opportunity employer. Learn more about Hope For Youth at: <http://www.hfy.org>.

To apply, email a cover letter, including salary requirements, with your resume to Lisa Weissberg, Human Resources Director at [lweissberg@hfy.org](mailto:lweissberg@hfy.org) with the subject, "Director of Finance". Only candidates selected for an interview will be contacted.