

Director of Finance and Administration (full-time, hybrid, New York City, NY)

Company Description

America Needs You fights for economic mobility for ambitious, first-generation college students. We do this by providing transformative mentorship and intensive career development. ANY operates in New York, New Jersey, Illinois and California. Visit <http://www.americanneedsyou.org> to learn more information. The America Needs You (ANY) Fellows Program is an intensive two-year program for high-achieving, low-income, first-generation college students. The program has four components: intensive career development, one-on-one mentorship, robust networks and holistic support. Founded in 2009 and headquartered in New York City, ANY expanded to New Jersey in 2012, Illinois in 2015, and California in 2016, growing from serving 50 students to nearly 600 students annually. In 2021, ANY launched FirstGenU, a new virtual program designed to help 10,000 first-generation college students navigate their careers. Visit <https://americanneedsyou.org/firstgenu/> to learn more.

Position Description

The Director of Finance and Administration will administer the finance and operations functions of ANY including budget management, general accounting, financial reporting, cash flow monitoring, maintaining and continuously improving internal controls, computer and IT systems management, facilities planning and human resources. The Director will set important goals for the organization and work systematically to meet them. This position serves as the primary finance and administration resource for the organization, ensuring a strong and collaborative process across departments regarding budget creation and management, cash-flow management, grants compliance, benefits, and general administration.

The Director of Finance and Administration is a member of the Executive Leadership Team and reports directly to the CEO, serving as a key thought partner around financial strategy and organizational development. The Director of Finance and Administration manages the Business Operations Team, which currently includes the Finance and Administration Coordinator (FAC) and the Human Resources Manager (HRM).

Responsibilities

Leadership, Planning, and Strategy

Daily Financial Accounting Oversight and Optimize Cash Flow

Internal and External Timely Reporting and Analysis, Audit Coordination

Annually Update Fiscal Policies and Procedures Manual; Ensure Record Retention

Human Resources, Talent and Performance Management, Employee Relations, Administration and Benefits

Technology, Vendor and Consultant Relationships

Responsibilities

- Serve as internal expert to the CEO, Chief Growth & Strategy Officer, COO & CPO, Chief Communications and Engagement Officer, and other key stakeholders on all financial matters, making recommendations and suggesting proactive strategies to ensure ANY's financial sustainability.
- Serve as the most senior finance resource for the organization, providing leadership and direction to the Business Operations Team with close oversight of the organization's financial position and potential gaps in revenues or expenses.
- Manage and monitor all financial and accounting systems, policies, procedures and internal controls, and adapt as necessary to meet changing regulations and best practices.
- Develop and manage the annual operating budget.
- Work with development and program staff to prepare grant/contract specific budgets. In accordance with all state and federal grants and contract requirements, ensure timely and up-to-date reporting.
- Manage the preparation of the monthly and year-end close, generate weekly, monthly, quarterly and annual reports and analyses in accordance with General Accepted Accounting Principles (GAAP) and as needed to monitor, evaluate and optimize cash-flow and liquidity.
- Ensure that ANY meets critical regulatory and legal compliance benchmarks, such as the filing of the annual audit, Form 990 and Form 5500; and ensuring annual benchmarking of benefits and compensation.
- In collaboration with the CEO, support the Board of Directors through the Finance and Audit committees.
- Manage external relationship with ANY's PEO, 403(b) provider, banks, and any other outside consultants needed to support ANY's internal financial reporting process and benefits administration. Lead human resources talent and performance management, employee relations and administration and benefits.
- Work with the FAC to manage external IT infrastructure vendor and all equipment and operations across all locations. Utilize technology and systems to optimize all reporting and analytical functions.
- Ensure accurate office administration and facilities management with the support of the FAC, including supplies, office lease and management, software, hardware, vendors and contracts management.
- Train, mentor and develop members of the Business Operations Team, and in partnership with FAC and HRM, train all staff in the areas of finance, technology and human resources.
- Additional projects as determined by the CEO.

Qualifications

- 5+ years of progressive experience in financial management, preferably in the nonprofit sector with at least 3 years of experience in a managerial role
- Bachelor's degree required, with a concentration in Finance, Business, or Accounting preferred
- CPA, CNAP, or other relevant qualifications a plus
- Strong knowledge of accounting and reporting standards, regulations, and best practices across finance, human capital, facilities management, and IT, including familiarity with regulations pertaining to nonprofit corporations
- Management experience supervising staff and demonstrated ability to manage across different teams and groups
- Impeccable attention to detail with comfort working with spreadsheets and conducting data analysis
- Highly organized with strong project management skills and the ability to keep track of competing demands
- Discretion with the ability to maintain confidential employee and organizational information
- Strong communication skills, written and verbal
Computer Proficiency: Microsoft Office Suite (advanced proficiency with Excel, specifically advanced formulas, pivot tables and charts); and experience and/or comfort learning and operating other systems including QuickBooks Online, Salesforce, Monday.com, Slack, Microsoft SharePoint

To Apply

Please apply [here](#). Please note that your application will not be considered without a cover letter. No phone calls,

please.

Salary for this position is in the range of \$120,000 to \$140,000 and commensurate with experience.