

Job Description Finance Director

Function: Manage accounting and financial systems for nonprofit organization

Reports to: Executive Director

Responsibilities:

- Prepare monthly financial reports for nonprofit corporation.
- Supervise bookkeeper.
- Work closely with bookkeeper to maintain bookkeeping processes including but not limited to accounts payable, accounts receivable, payroll, benefits and check requests.
- Provide financial requirements of grant and contract applications and close-outs.
- Review financial content of contracts.
- Assess, develop and assist implementation of management, budgeting, bookkeeping and internal control systems.
- Meet with Audit Committee on a regular basis to assess current cash flow and other accounting issues.
- Maintain system of checks and balances.
- Help establish and maintain budget controls for programs and administration.
- Develop and maintain accurate and usable budgets for both operations and specific programs.
- Provide input for the development of more effective accounting processes.
- Work with external auditor for annual audit and tax return preparation.
- Work with the executive director to ensure day-to-day financial operations are consistent with the long term direction of the organization.
- Assist with Human Resource benefits and administration.
- Review affiliated partnership company (Coral Street Arts House) financial statements and assist with annual audit and tax returns.
- Assist with Investment Committee.

Qualifications and requirements:

- Bachelor's degree required. Advanced degree in a related field or additional training/certification in non-profit work is highly beneficial.
- Minimum 3-5 years of accounting experience with a successful track record of reporting on funds from foundations, corporations and government sources.
- Knowledge of accounting principals and procedures.
- Ability to work independently, prioritize work, take initiative, manage multiple tasks and meet deadlines.
- Knowledge of Sage MIP.
- Excellent interpersonal skills, flexibility and attention to detail.

Compensation:

Competitive salary with excellent benefits including health plan, long- and short-term disability insurance, life insurance, paid vacation and 403 (b) retirement plan.

Application process:

Send cover letter and resume to Shanta Schachter, New Kensington CDC, 2515 Frankford Avenue, Philadelphia, PA 19125, 215-427-1302 (fax), sschachter@nkcdc.org (e-mail).