Schuyler Center for Analysis and Advocacy

Job Title: Director of Finance and Operations (Exempt)
Schuyler Center for Analysis & Advocacy

Qualifications: Bachelor’s degree in business management, accounting or related area; masters preferred. Five to eight years of progressive experience, preferably in a not-for-profit environment.

Reports to: President and CEO

Job Summary: The Director of Finance and Operations serves as a member of the management team and directs the financial, operational and human resource functions at SCAA. He or she is also responsible for supervising administrative staff.

Special Skills Required:
- Strong integrity, leadership, teamwork, interpersonal and communications skills.
- Strong organizational skills with the ability to prioritize work, shift priorities and meet deadlines.
- Ability to translate financial concepts to and effectively work with programmatic and fundraising colleagues, Board members and others.
- A track record in grants/contracts management.
- Knowledge of and experience in accounting and reporting software, cost accounting and GAAP for non-profit organizations.

Major Responsibilities:

Finance:
- Oversee all accounting functions, including A/R, A/P, bank reconciliations, payroll, investments and Board designated funds.
- Manage cash flow, including approval of all expenditures and transfers of funds and recommend changes in cash management, when appropriate.
- Analyze and present financial and statistical reports in an accurate, timely manner.
- Produce financial materials for presentation to staff management and Board.
- Develop and implement financial improvements, procedures and cost efficiencies.
- Prepare the annual budget in coordination with the CEO.
- Monitor all transactions regarding retirement plans and recommend changes as necessary.
- Implement a robust grants/contracts management and financial reporting system, ensuring adherence to grants/contract billing and collections schedules in support of operational requirements.
- Update and implement all necessary business policies and accounting practices.
- Perform monthly account reconciliation.
- Maintain relations with organizations relating to finance, including banks, advisors and insurance companies.
- Coordinate the year-end audit with SCAA’s external auditors.
• Act as a staff resource to the Investment/Finance and Audit Committees.
• Oversee agency-wide purchasing and inventory control systems and practices.
• Negotiate contracts and pricing options.
• Ensure compliance with all regulatory and legal requirements for financial and retirement implementation and reporting including NYPMIFA, 990, 5500, DOL and JCOPE (bimonthly lobbying reports).

Operations (including Human Resources):
• Oversee the operational functions of the organization including use of space and equipment, information technology needs, and special event planning. Address and resolve administrative problems and issues as they arise.
• Supervise administrative staff including office manager and administrative associate.
• Manage human resource function including employee benefits and personnel policies.
• Other duties as required.

August 2012
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