

Job Title: Director of Finance

Reports To: Executive Director

Location: Lower East Side, New York City

Hours: Monday - Friday/35 hours per week, Hybrid work option, with two days per week remote

Salary: \$105,000 - \$115,000

General Overview:

Nazareth Housing is a community-based organization committed to promoting housing stability and economic mobility among vulnerable families and individuals of New York City, through the provision of homelessness prevention services, emergency family shelter, supportive housing, and immediate needs assistance.

Role Overview

The Director of Finance will oversee all financial, compliance, risk management, and contract management at Nazareth Housing, a \$4 million organization. Additionally, Nazareth Housing has responsibility for three related nonprofit housing entities. This person will report to the Executive Director and work closely with the senior leadership, external partners and the Nazareth Housing Board on financial reporting, strategic planning, and compliance. They will help to set a vision for the team and provide strategic direction towards organization-wide and department outcomes and professional development goals. They will supervise 1- 2 staff. The responsibilities include but are not limited to the following:

Financial Management

- Lead financial reporting, analysis, forecasting, and budgeting processes to ensure Nazareth Housing's sustainability
- Oversee day-to-day financial operations, including cash-flow management, grants spending, accounts payable, accounts receivable and bill payments
- Oversees month-end accounting close process (bank reconciliations, accruals, A/P and A/R adjustments)
- Establish and maintain control systems that ensure transactions are properly recorded to permit the preparation of reliable financial statements
- Lead Nazareth Housing's annual audit, working closely with our auditors and liaising with the board's audit committee
- Design and lead inclusive budget processes that empower senior management to use financial resources responsibly
- Ensure Nazareth Housing has clear and effective policies for asset management

- Oversee the processing of agency purchases, ensuring that all requests and expenditures are reviewed and processed promptly per applicable rules
- Review and process bi-weekly payroll for all employees

Grants Compliance

- Ensure timely submission of all New York City and State contract invoices
- Work with the Executive Director and Director of Development to ensure that fiscal requirements for grants and contracts are identified, realized, and monitored
- Oversee the submission of grants budgets and spend-down, including appropriate allocation of personnel salaries on grants
- Prepare grant budget reports and financial reports on a monthly, quarterly, and annual basis, and as needed

Strategy Design & Implementation

- Design the overall financial strategy in partnership with senior management and the Board and identify opportunities for improvement periodically
- Develop and oversee routine updates of the Nazareth Housing financial management system and other business policies and procedures
- Ensure that all standard operating procedures in finance and compliance are developed and followed
- Establish performance measures, monitor results, and evaluate the efficacy of the Nazareth Housing compliance and finance strategies
- Remain up-to-date on changes to policies, both internal and external, that pertain to compliance, budgeting, and other operational matters

Compliance, Risk Management, & Administration

- Responds to lenders' and regulatory authorities' requests for financial information on a timely basis
- Coordinate risk assessment and internal control activity within the Finance Team and Nazareth Housing Board

Qualifications

Experience:

- Financial management experience with a \$4-\$7 million nonprofit budget
- Experience with NYC Passport, NYS SFS and working with New York City and State government contracts
- Experience with compliance, risk management, and vendor management preferred
- Fluent in Microsoft Excel and MIP or similar accounting software
- Fluent in GAAP

- 4+ years of experience managing and developing team members
- Bachelor's degree required; Accounting degree preferred; Master's degree in Accounting or related discipline preferred

Skills & Approach to Work:

- Strong leadership and innovative problem solving, decision making, conflict resolution and motivational skills
- Superior analytical, communication (written and verbal) and project management skills
- Ability to take initiative, set priorities and multi-task in a work environment where deliverables and deadlines may change quickly due to agency or community needs
- Ability to work collaboratively within an organization
- Previous experience at organizations with resource limitations and a proven track record of maximizing existing resources while optimizing for efficiency and impact
- Ability to lead with both heart and mind, to be a compassionate, inclusive results oriented leader
- Demonstrated commitment to serving vulnerable and marginalized communities

Benefits: Generous benefits include:

- 4 weeks paid vacation, 3 personal days and 10 days sick leave
- Health insurance commences upon employment
- 401k plan
- Flexible savings account
- Employee wellness initiatives

To Apply: Submit your resume and cover letter explaining why you are interested in and qualified for this position to jobs@nazarethhousingnyc.org

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.