

**NEW YORK STATE COALITION AGAINST DOMESTIC VIOLENCE**

**Director of Finance**

**JOB DESCRIPTION**

**REPORTS TO:** Chief Executive Officer

**SUPERVISES:** N/A

**PRIMARY RESPONSIBILITY:**

The Director of Finance is responsible for coordinating the day-to-day financial aspects of the organization including maintenance of fiscal records, filing of tax reports, monitoring employee benefits, accounts receivable and payable. The Director of Finance will coordinate the fiscal management of activities and projects with NYSCADV staffing in order to achieve the goals and objectives of the Coalition.

**DUTIES:**

1. Assist Chief Executive Officer and Finance Committee to oversee the financial affairs of the organization.
2. Utilize computerized accounting system to record, classify and summarize on a regular basis all financial transactions of the organization.
3. Prepare timely monthly, quarterly, and annual financial reports for funding sources and Chief Executive Officer and Project Staff.
4. Prepare monthly reports on all active grants for Chief Executive Officer and Project Staff.
5. Maintain financial files and binders for grants and other funding sources.
6. Manage cash flow of the organization: including accounts payable, accounts receivable, invoicing funders, and electronic transfer of funds from state and federal sources.
7. Manage employee benefits, payroll and payroll related taxes. File all necessary financial reports to IRS and state.
8. Offer technical assistance workshops on nonprofit fiscal management to member programs.
9. Coordinate the annual budgeting process and assist Chief Executive Officer and Project Staff with preparation of grant applications and preparation of grant budgets.
10. Coordinate the fiscal dimension of grants management with Chief Executive Officer and Project Staff to assure proper compliance with federal and state laws pertaining to awarded grants and report to the funding source on awarded grants.

11. Prepare materials for annual audit and work with accountant to prepare report.
12. Monitor equipment lease agreements.
13. Maintain and update financial records.
14. Attend and participate in NYSCADV staff meetings and in-service trainings as directed.
15. Perform other duties as assigned by the Chief Executive Officer.

**QUALIFICATIONS:**

1. Bachelor's degree or equivalent experience in accounting and/or bookkeeping.
2. Commitment to NYSCADV's Mission Statement.
3. Proficiency in computerized bookkeeping and accounting skills.
4. Knowledge of bookkeeping procedures for grants through federal, state and private funding sources.
5. Experience and familiarity with nonprofit business.
6. Ability to maintain an independent workload.
7. Skill in organization.
8. Ability to express oneself verbally and through written communications in order to convey factual information to agencies, organizations, and individuals.

**EMPLOYEE STATUS:** Full Time (35 hours)

**CLASSIFICATION:** Exempt

**SALARY:** NYSCADV offers a competitive salary and excellent benefits plan.

**TO APPLY:** Interested candidates please submit cover letter, resume by EMAIL to: [jobs@nyscadv.org](mailto:jobs@nyscadv.org) with "Director of Finance" in the subject line OR mail applications materials to:

NYSCADV  
350 New Scotland Avenue  
Albany, NY 12208,  
Attn: Hiring Team

**Applications will be accepted on a rolling basis until October 30, 2009.**

*The New York State Coalition Against Domestic Violence values diversity* and is an EEO.  
Qualified candidates will be contacted for interviews. No phone calls please.