



DIRECTOR OF FINANCE AND ADMINISTRATION (FT)

For over 30 years, the Northern Manhattan Coalition for Immigrant Rights (NMCIR) has been providing high quality, trustworthy immigration-related legal services to the immigrant community. NMCIR is a non-profit organization founded in 1982 to educate, defend and protect the rights of immigrants, through direct services, civic engagement, community organizing and advocacy. NMCIR is committed to providing the immigrant community of Northern Manhattan and the Bronx with legal immigration services, including assistance with citizenship, residency, and family-based petitions, in addition to advocating around detention and deportation.

Position Description:

The Director of Finance and Administration is a strategic thought-partner that will be responsible for overseeing the day to day fiscal management and accounting procedures (ex: accounts payable, payroll), grant/contract management, managing the organization's HR, overseeing daily operations, helping and creating organizational and program budgets, and strategic planning for NMCIR in collaboration with the Executive Director and Director of Programs and Development. Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices. S/he will work closely with management staff of NMCIR. This position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's financial functions and general operations. The Director of Finance and Administration requires self-confidence, initiative, and an open-minded outlook with a desire to constantly grow and learn. The Director of Finance and Administration will partner closely with the ED to chart NMCIR's future growth and strategic response to an ever-increasing demand for the organization's services. S/he must be very good at working in a team and independently. S/he must demonstrate a passionate commitment to providing high quality fiscal management and oversight for NMCIR.

Duties and Responsibilities include but are not limited to:

Financial Management

1. Accounting & Bookkeeping

- a. Keep records of all monetary transactions and cash flow
- b. Lead accounts payable and accounts receivable processes through to completion
- c. Supervise fiscal assistant staff member to ensure all transactions are booked appropriately and completely.
 - i. Tracks and records all sales slips, invoices, receipts, check stubs, and computer printouts
 - ii. Confirm that TriNet and Quickbooks are processing entries correctly



- d. Maintain and ensure that the general ledger is correct and current
- e. Maintain and ensure journal entries are made accurately
- f. Work together with consultant controller to ensure all transactions in Quickbooks and Trinet are recorded correctly, and review monthly and fiscal year closing with the controller.
- g. Meets with Executive Director to provide weekly update on revenue and expenses streams

2. **Process Disbursements**

- a. Write and process checks and wires for service payments and reimbursements
- b. Review checks signing by Executive Director and Board Members

3. **Financial Reporting**

- a. Review and monitor primary financial reports for Executive Director and Board, including the balance sheet, budget vs. actual profit/loss
- b. Prepare the weekly financial dashboard and review with Executive Director
- c. Support the annual audit & 990 filing;
- d. Review and monitor other financial analyses, including cash flow statements and projections; income forecasts
- e. Provide analytical and logistical support to Executive Director on organizational finance

4. **Grant Budgeting and Reporting**

- a. Draft annual budget with Executive Director for approval by Board Members
- b. Produce budgets for grant and RFP applications, renewals and prepare budget modifications as needed
- c. Oversee all NMCIR grants to ensure compliance with grant requirements
- d. Prepares and submits claims for government and foundation grants
- e. Serve as liaison to auditors from funding agencies and assist with information for independent auditors
- f. Maintain grant files, including contracts and correspondence

5. **Board of Directors**

- a. Help prepare financial reports for Board meetings
- b. Present to finance committee meetings

General Administration

1. **Office Management**

- a. Oversee the ordering and tracking of office supplies
- b. Work with director of programs and development on programmatic and fiscal reporting



- c. Oversee office processes
- d. Increase the effectiveness and efficiency of support services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- e. Collaboratively drive initiatives with the management team and organizationally that contribute to long-term operational excellence
- f. Share in knowledge dissemination, reporting, and communications
- g. Identify best practices and improve internal systems with an eye toward future needs and budget

Human Resources

1. Payroll & Timesheets

- a. Monitor timesheets, payroll, leave requests, tracking and reporting time off for all employees
- b. Monitor staff and consultant hours and schedule

2. Policy

- a. Review, research and recommend salary and benefit policy changes
- b. Survey staff for ideas, suggestions for changes

3. Staff/Consultants

- a. Work with Executive Director and Director of Programs & Development on contracts
- b. Update evaluation documents and procedures
- c. Coordinate recruitment, hiring and orientation of new employees

Qualifications: NMCIR is seeking candidates who have 5-7 years of experience working at a managerial level in a non-profit setting. This position requires a minimum of a BA degree, preferably in Economics, Finance or Accounting

Reports to: Executive Director

Salary & Benefits: Commensurate with experience, plus health, and vacation benefits

Please email cover letter and resume to team@nmcir.org