JOB ANNOUNCEMENT

Position: Director of Finance and Operations
Status: Exempt Full-time
Reports to: Executive Director
Salary: $100,000 - $120,000 commensurate with experience
Supervises: 2 Full-Time Employees

The Korean American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting women, children, and families in the New York tri-state area to recognize and eliminate relationship violence and abuse. Our counseling, education, advocacy, and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect, compassion, and dignity. All our services are culturally sensitive, linguistically appropriate, and free.

The Director of Finance and Operations (DFO) is a vital member of the senior leadership team and a strategic thought partner to the Executive Director. The DFO provides leadership and financial oversight for budgeting, accounting, financial reporting, audit preparation, human resources, and office operations. The DFO ensures compliance with donor restrictions, grant regulations, and organizational policies. The DFO collaborates with other program staff to monitor current funding as well as develop new funding opportunities including grants and contracts. The DFO reports to the Executive Director and manages the Finance and Operations team.

Key Responsibilities

Financial Management:

- Oversee and manage government (federal/state/city) contract process and other funding contracts
- Oversee and manage the accuracy, and compliance of all day-to-day, monthly, and year-end financial accounting and operations functions and processes
- Oversee and lead the annual budgeting and planning process in conjunction with Executive Director, other senior staff, and Board
- Prepare, review, and monitor contracts with vendors and partners including city agencies, and other nonprofit partners
- Maintain the integrity of accounts, and approve user access for budget and timesheet systems
- Oversee and manage the accuracy of accounts payable and receivable, cash management, general ledger, payroll, corporate credit card, and fixed asset accounts
- Supervise and review the generation of monthly general ledgers and related financial statements
- Generate project reports for use by program directors and ensure they have access to timely and accurate financial data
- Lead regular reconciliation of accounts, payables, and receivables
- Resolve monthly budget to actual variances
- Oversee the filing of government reports as required
- Serve as lead for auditors and generate year-end analysis schedules for annual audit
- Monitor and maintain adherence to financial policies and procedures manual
- Prepare financial statements for the Board of Directors, funders, and other stakeholders
- Collaborate with development and program staff to prepare proposed budgets for foundations and government agencies for funding
- Lead the periodic review and administration of financial software systems and tools

**Human Resources:**

- Train, supervise, and mentor finance, accounting, and operations staff
- Support staff in recruitment and hiring of new staff members
- Research and make recommendations regarding the employee benefits package
- Stay updated with the city, federal, and any other regulatory policies to keep the agency compliant
- Design policies around benefits, leave, performance evaluations, including updating processes, documents, and staff manuals with guidance from employment and labor lawyers as needed

**Operations:**

- Oversee operational work, including HR, technology, office management, compliance, etc.
- Oversee facilities premises to ensure safe and optimal working environment procedure.
- Other duties as assigned by Executive Director

**Qualifications:**

- Master’s degree in Accounting, Finance or Business Administration, or a similar field preferred
- Minimum 3 - 5 years in non for profit setting
- Minimum 3 - 5 years preparing audits and serving as audit point of contact
- Minimum 3 - 5 years managing and supervising administrative and accounting staff
- Experience in human resources and other operational areas
- Experience in government and foundation funding/contract process

**Knowledge, Skills, and Abilities:**

- Broad knowledge of accounting principles for non-profits
- Advanced proficiency with accounting software and financial reporting applications a plus
- Strong knowledge of budgeting and forecasting
- Ability to deliver transparent financial infrastructure, from budgeting to reporting and compliance
- Ability to communicate with funders to ensure compliance with reporting and spending requirements
- Excellent written and verbal communication skills
- Advanced proficiency with pertinent software including MS Office and financial applications
- Experience in managing PEO is a plus
- Strong interpersonal skills and ability to interface with diverse internal and external stakeholders
- Proven ability to collaborate with diverse staff members and ability to delegate seamlessly
- Excellent time management, organizational skills, and analytical ability
● Strong work ethic with proven ability to meet internal and external deadlines

**Compensation and Benefits**

● Benefits include health, dental, and vision insurance, Flex Spending Account, 27 days of paid time off, 14 paid holidays, and 3% 401k match for eligible participating employees.

**HOW TO APPLY**

Interested candidates should submit a cover letter and resume via email to hr@kafsc.org

NO PHONE CALLS PLEASE.

To learn more about the Korean American Family Service Center, visit our website at https://www.kafsc.org