



NY COMMON PANTRY JOB DESCRIPTION

Senior Director of Finance

New York Common Pantry (NYCP) is a poverty fighting organization that reduces hunger and promotes dignity, health and self-sufficiency. NYCP works to establish food security, by confronting the lack of resources available to those we serve.

Reporting to the Executive Director, the Senior Director of Finance will contribute to the overall success of the organization by effectively managing all financial tasks for the organization, including supervision of employees in the Finance department.

Primary Duties and Responsibilities:

The Senior Director of Finance performs a wide range of duties including some or all of the following:

Financial Accounting and Reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax
- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Create new, and modify existing, financial reports and dashboards
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer, Finance and Audit Committee as appropriate. As required, assist the Executive Director with financial reporting and participate in Finance and Audit Committee meetings and other board meetings

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments as needed, and oversee all financial, project/program and grants accounting
- Take a leadership role in the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director, and senior management team as requested; review all financial plans and budgets; keep senior leadership team abreast of the organization's financial status
- Review and update Functional Expense charts and allocation schedules as needed and requested by Executive Director
- Manage organizational cash flow and forecasting
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; review and improve the finance department's overall policy and procedure manual annually, or more often as needed.
- Effectively communicate and present critical financial matters to the Executive Director.

Payroll Preparation and Administration

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Review, negotiate and manage the employee insurance and benefits plans; supervise Human Resources Coordinator toward those ends
- Process and submit statutory and benefits remittances on time

Budget preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual current year projections throughout the fiscal year as well the annual budget in consultation with the Executive Director and Senior Management team
- Provide regular reports to Senior Management team and Program Directors to review spending and adherence to budgets. Meet regularly with Program Directors to evaluate and assess budget requirements, actual spending, and review budget modifications or adjustment based on actual revenues and changes in funding sources.
- Assist Senior Director of Development and Communications, Deputy Executive Director and Program Directors with the preparation of budgets for funding applications

Project management accounting

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects

Risk Management

- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors

- Regularly review accounts receivables, outstanding vouchers, and contracts and present to Executive Director in order to ensure proper reimbursement and financial solvency
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

Office Administration

- Oversee the management of all leases, contracts and other financial commitments
- Monitor all legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc.) and all regulations on professional certification to ensure that the organization is compliant

Qualifications:

Education

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration
- Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset.

Knowledge, Skills and Abilities

- Knowledge of generally accepted accounting principles
- Knowledge of federal, state and city legislation affecting charities
- Knowledge of legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of the voluntary sector

Proficiency in the Use of Computer Programs for:

- Accounting
- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet

Personal Characteristics

- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relationships with others, including but not limited to senior management team, both internally and externally to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization

- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Connected to Mission: Able to connect and be inspired by the mission of NYCP and align with the purpose and values of the organization. Understand the role of the Finance Department in fulfilling the mission.

Experience

At least 8 years of experience of progressive financial responsibility, more preferred.

Working Conditions

- Senior Director of Finance works in an office environment
- Senior Director of Finance usually works a standard work week
- Senior Director of Finance may be required to work some overtime hours to attend meetings of the Board and during specific periods of the accounting cycle such as the annual audit.

What We Offer

- Medical, Dental, and Vision benefits.
- 403 B Retirement benefit.
- Paid Holidays, Sick Days, and Vacation.
- Pre-tax Transit benefits.
- No-cost Life Insurance benefits.

NY Common Pantry is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other status protected by law.