

**Job Posting
Director of Finance**

Position Summary

Neighborhood Trust Financial Partners (Neighborhood Trust) seeks a Director of Finance to manage our monthly and yearly financial performance in line with our budgeted expectations and help us to plan for our future financial health. The Director of Finance will report to the Chief Operating Officer and be responsible for developing and implementing systems to support our External Relations, Program, and Business Development Teams, as well as our Board of Directors.

Position Responsibilities

- Assume lead responsibility for all accounts, ledgers and reporting systems; ensure compliance with regulatory requirements and GAAP standards
- Generate monthly financial reports for management review and analyze variances and trends; prepare reports for Board of Directors on quarterly basis (or as requested) and interact periodically with Board Treasurer
- Ensure monthly reconciliation of bank and investment accounts; manage liquidity, accounts payable and accounts receivable; update cash flow projections regularly
- Improve financial analysis and planning: develop multi-year financial projections to guide Neighborhood Trust's growth; work closely with department managers to understand and manage their budgets
- Prepare for annual audit; manage relationship with auditors and support three-person Audit Committee of Board of Directors
- Ensure proper preparation and timely submission of city, state, and federal filings
- Improve and document finance and accounting policies; assist in training staff in accounting procedures and practices
- Supervise and support development of Associate Director of Finance; recommend Finance department restructuring as needed
- Improve integration of development (fundraising) reports with accounting systems for consistent budget development, grant reporting, and year-to-date development reporting

About Neighborhood Trust

Neighborhood Trust's mission is to empower low-income individuals to become productive participants in the U.S. financial system and achieve their financial goals. Neighborhood Trust serves more than 6,500 clients each year via its specially trained corps of 20+ Financial Advisors and is regarded as an industry leader in the financial inclusion field. In 2013, the NYC Center for Economic Opportunity named Neighborhood Trust among the City's 10 Most Innovative Nonprofits seeking to alleviate poverty.

Today we are cultivating our model as a scalable social venture that encourages financial services innovation. We are growing quickly with strong support from leading foundations, and strategic partnerships helping us achieve national visibility. We had a 2016 budget of \$5.9 million and a 2017 budget of approximately \$6.8 million.

Required Skills and Experience

- Five or more years of financial and non-profit management experience; solid knowledge of nonprofit accounting and Generally Accepted Accounting Principles
- Experienced manager with a track record of staff development in a finance department
- Demonstrated ability to communicate beyond financial staff to program managers and other key stakeholders
- Minimum BA in Accounting; CPA or MBA desirable
- Advanced Excel skills required; familiarity with FundEZ desirable; Salesforce experience a bonus
- Team orientation; absolute integrity; energetic and energized by working as part of a diverse, mission-driven team of professionals.

The position is full-time, with competitive salary and benefits. For the right candidate, we are willing to explore less than full-time work arrangements.

To Apply

Neighborhood Trust is committed to a workplace culture of collaboration and respect. We are dedicated to ongoing professional development for our employees, supporting career growth and opportunities for advancement within the organization.

Please send **resume**, **cover letter** and **salary requirements** to hr@neighborhoodtrust.org. Include "Director of Finance" in the subject line of the email.