



DIRECTOR, FINANCE AND ADMINISTRATION

Reports To

The Director of Finance and Administration will report to the Executive Director.

Job Overview

The Director of Finance and Administration will be responsible for the day-to-day financial and administrative management of the organization. The successful candidate will be a hands-on and collaborative manager with proven experience in nonprofit accounting, budgeting, contract and grants management, compliance, and office administration.

This is a full-time, salaried position with a full range of benefits including vacation, health, dental, vision, and retirement.

Responsibilities and Duties

- Oversee and manage day-to-day financial functions of the organization including payroll functions.
- Manage payroll functions including processing of payroll, calculating employees' paychecks, withholding taxes and any other deductions, as well as maintaining accurate payroll records.
- Work with Accounting Manager and/or accounting firm to analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project/program and grants accounting.
- Manage organizational cashflow and forecasting.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with applicable GAAP and regulatory requirements.
- Maintain internal control safeguards.
- Coordinate all audit activities.
- Implement a robust contracts management and financial management/reporting system.

- Work with the fundraising director/team to manage grant and donation revenue and ensure grant agreement compliance.
- Update and implement all necessary accounting practices.
- Serve as primary contact with bank and financial institutions.
- Serve as staff liaison on all financial issues with Board of Trustees. Serve on Board of Trustees finance committee.
- Serve as primary contact with insurance broker including policy renewals, and insurance claims.
- Create or update the Finance Department's policies and procedures manual.
- Monitor staff performance and develop goals consistent with the responsibilities and duties of the job and the organization's strategic plan.
- Oversee professional development/training for staff and ensure completion of annual performance appraisals.
- Supervise the Accounting Manager and Office Manager.

Qualifications

- Bachelor's degree in Accounting or Business, MBA/CPA preferred.
- 8 - 10 years of financial and operations management experience in managerial role.
- Demonstrated ability to design and implement best practices in nonprofit financial and operations management.
- Solid working knowledge of non-profit organizations, GAAP standards and fund accounting.
- Proven experience managing the quality and content of all financial and accounting data, reporting, and coordinating audits for an organization or significant department/program.
- Solid understanding of contracts management and compliance.
- A record of accomplishment in non-profit grants management, particularly in the areas of financial reporting and compliance.

The Schuylkill Center for Environmental Education is dedicated to being an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis prohibited by law and our core values.