



## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Director of Finance  
**Department:** Finance  
**Reports to:** Executive Director  
**Hours:** Full-time

### Position Summary:

Union Settlement has outsourced its day-to-day accounting, billing, contract processing and other financial management activities to BTQ Financial, and the Director of Finance is responsible for overseeing the work of BTQ Financial, and also for supporting the finance-related needs of Union Settlement's program leadership team. The Director of Finance is responsible for all the financial activities of Union Settlement, including but not limited to the agency's financial reports, budget, contract reimbursement claims, billings and audits. The Director of Finance is a member of the agency's senior management team and serves as a strategic partner in planning and implementing the future vision for the agency. The Director of Finance must be both a hands-on worker and an excellent leader, supervising the BTQ staff and one in-house employee.

### Responsibilities include:

- Reviewing all financial reports prepared by BTQ, including income statements, balance sheets, reports to funding entities, tax returns, and reports for government regulatory agencies, foundations and other public and private funders.
- Overseeing BTQ's handling of all accounting, budget and audit functions, including meeting regularly with Executive staff and department heads to keep them informed and to make recommendations regarding necessary fiscal actions.
- Reviewing cash flow, including overseeing BTQ's requests for government contract payments; Medicaid, managed care and commercial insurance billings; and management of accounts receivable and payable.
- Analyzing actual and projected government and private revenues and expenditures, including comparisons of such figures against budgeted amounts, and suggesting methods of improving cash flow and net income.
- Collaborating with BTQ and outside auditors on all agency audits, including overseeing BTQ's preparation of worksheets, analyses, and audit statements.
- Working closely with and reporting regularly to the Finance and Audit Committee of Union Settlement's Board of Directors.

- Analyzing the agency's operations to determine opportunities for cost savings and operational efficiencies.
- Conferring with the Executive Director, Associate Executive Directors, program directors, and Board of Directors on budgeted and actual revenues and expenditures to coordinate and prioritize planning and expenditures.
- Consulting with the Board Investment Committee and the pension fund administrator on the investment of agency funds.
- Managing the agency's banking relationships.
- Ensuring that BTQ properly trains, supervises and motivates its staff to work collaboratively and produce high quality work, thereby maximizing the efficiency and effectiveness of the agency's financial operations.
- Evaluating the performance of the BTQ and Finance staff collaborating with internal departments and external agencies to facilitate program training.
- Ensure that BTQ updates and maintains all agency fiscal policies and procedures manuals.
- Serve as a liaison with government and private funders on fiscal matters.
- Additional duties as assigned by the Executive Director.

**Qualifications:**

The ideal Director of Finance candidate will have the following qualifications:

- Master's Degree in Business Administration, Accounting, or Finance; CPA designation beneficial but not required.
- Knowledge of financial database and accounting software systems; knowledge of and experience with Great Plains accounting software beneficial but not required.
- Significant experience in non-profit financial management in a social service agency with multi-source funding; experience with Medicaid, Medicare and/or managed care billing systems beneficial but not required.
- Ability to undertake and complete multiple tasks at the same time.
- Excellent verbal and written communication skills.
- Excellent analytical and organizational skills.
- Superior management abilities.
- Unquestioned personal and professional integrity.
- Innovative and analytic problem-solving abilities.
- A dedicated work ethic.
- A strong desire to help improve the lives of the residents of the local East Harlem community.

**To Apply:**

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: [admincareers@unionsettlement.org](mailto:admincareers@unionsettlement.org) .

Please indicate "Director of Finance" in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**