



Our locally based not-for-profit client is a community centered, social impact organization, recruiting for its next Director of Finance and Operations, as part of a fabulous senior leadership team. You will have strategic and operational financial responsibility, also overseeing HR, clinical billing, and insurance compliance.

We are seeking a highly organized, energetic, and deadline oriented individual, who will promote the agency mission, values, and strategic plan with the highest standards. You should be comfortable presenting, providing guidance, and supporting your peers and the Board

Responsibilities

- Lead all budgeting, financial statement preparation, cash flow, general ledger, A/P, A/R, forecasting, and reporting for CEO, the leadership team and the Board
- Oversee HR functions including hiring, onboarding, benefits enrollments and management, payroll, and employee policy development/compliance
- Assist in grant budget preparation, modification, tracking, and reporting
- Act as custodian for financial records (and legal and personnel)
- Coordinate annual audit with independent auditors
- Review prepared required tax filings and other annual reporting
- Maintain written internal control procedures to meet best practice standards
- Implement investment strategies in accordance with board approved policies
- Support clinical practice billing and insurance reimbursements

Qualifications:

- Bachelor's degree in accounting, finance or related field required; CPA, Master's degree or professional certification preferred
- Minimum of five years' experience in a management level finance/accounting role, preferably within a not-for-profit setting
- Strong GAAP familiarity and expertise interpreting financial data
- Proficiency in QuickBooks and Microsoft Suite is required
- Experience with grant voucher processes

Additional Details:

Location: This is an onsite position in uptown Albany/Guilderland

Schedule: M-F flexible schedule, with a 37.5 hour workweek

Salary: \$72k – \$90k with benefits

Apply:

Please submit your resume and cover letter to:

Alison Johnson, MBA

Hudson River Career Resources, LLC

alison@hudsonrivercareers.com

Hudson River Career Resources and our client are Equal Opportunity Employers