



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.

Position: Chief Financial Officer
Department: Finance
Reports to: Executive Director
Hours: Full-time

Position Summary:

The Chief Financial Officer (CFO) is responsible for overseeing a fast-paced, customer oriented finance office. He/she will oversee all the financial activities of Union Settlement, including but not limited to the agency's financial reports, budget, contract reimbursement claims, billings, audits, and information technology. The CFO 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 CFO must be both a hands-on worker and an excellent leader, supervising a staff of approximately 15 individuals.

Responsibilities include:

- Prepare all financial reports, including income statements, balance sheets, reports to funding entities, tax returns, and reports for government regulatory agencies, foundations and other public and private funders.
- Oversee Union Settlement's 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.
- Maintain and review cash flow, including overseeing requests for government contract payments; Medicaid, managed care and commercial insurance billings; and managing accounts receivable and payable.
- Analyze 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.
- Collaborate with outside auditors on all agency audits, including preparing worksheets, analyses, and audit statements.
- Work closely with and report regularly to the Finance and Audit Committee of the Board of Directors
- Analyze the agency's operations to determine opportunities for cost savings and operational efficiencies.

- Confer with the Executive Director, Associate Executive Director, program directors, and Board of Directors on budgeted and actual revenues and expenditures to coordinate and prioritize planning and expenditures.
- Consult with the Board Investment Committee and the pension fund administrator on the investment of agency funds.
- Manage the agency's banking relationships
- Train, supervise and motivate staff to work collaboratively and produce high quality work, thereby maximizing Finance Office efficiency and effectiveness
- Evaluate Finance Office staff performance and identify areas of training needed, and collaborate with internal departments and external agencies to facilitate training.
- Maintain 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 Chief Financial Officer 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 Abila/Sage MIP Fund 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: jobs@unionsettlement.org

Please indicate "CFO" in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER