

Director of Finance

Founded in 1876, The Children's Home of Kingston (CHK) is a highly personalized, multi-service agency serving the needs of youth ages 8-21, who are experiencing difficulty at home, in school, or in their community. CHK has five residential cottages, a group home, a supervised independent living program, and an approved special education school (Grove Street Academy) that is located on our main campus.

The Director of Finance reports to the Executive Director and is a member of the Senior Executive team. This position is responsible for overseeing the daily operations of the Fiscal Department including Accounts Payable, Accounts Receivable and Payroll and is a member of the Finance Committee.

Job duties include:

- Provide finance reports to Board Finance committee and finance updates to various departments on a monthly basis
- Oversee cash management, including cash flow analysis, projected income and expenses
- Experience with OCFS and SED rate setting and reporting requirements including preparation of annual SSOP and CFR
- Oversee Federal Grant, including indirect expense allocations, funds draw downs, and quarterly and annual reporting
- Assist Management staff with budget process
- Efficiently manage billing process within various funding streams
- Take the lead on annual capital budget formulation in consultation with Executive Team and Finance Committee
- Provide leadership during auditing process
- Able to work with a team in an effective, professional manner at all times

Minimum Education & Experience:

Bachelor's Degree in Accounting, Finance or Business; Master's Degree preferred

Minimum 5 years finance experience in a non-profit environment

Computer fluency in a variety of software applications

FUND-EZ accounting software

Notary Public

Send resume with salary expectations

We offer a competitive salary, excellent benefits and generous time off.

Equal Opportunity Employer (EOE) (M/F/D/V). In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for this position, please advise.