

Finger Lakes ReUse Inc. - Job Listing

Job Title: Director of Financial Operations

The Director of Financial Operations is a full-time position, responsible for fiscal management of Finger Lakes ReUse, Inc. and tasked to define and implement the systems needed to support a growing organization, including financial, accounting, legal, and physical infrastructure. The director will be responsible for oversight of all financial functions, including financial projections, financial statements, accounts payable, accounts receivable, payroll, vouchers, tax payments, and will maintain auditable record of all financial activity.

KEY RESPONSIBILITIES:

1. Oversee all agency financial functions, including supervision of bookkeeping including maintenance of the general ledger, accounts payable, accounts receivable, payroll, vouchers, tax payments, bank and investment accounts, reconciling, and maintaining auditable record of all financial activity.
2. Develop and generate clear and concise financial reports to support the Executive Director and leadership team in fiscal communication and decision-making. Take the lead on projections and modeling and the budgetary aspects of business development, program/grant development, and organizational management.
3. Oversee all compliance and recognition for government (federal, state, and local) contracts and private grants.
4. Manage the cash flow; update and prepare cash flow forecasts for regular reporting to board and staff.
5. Participate in regular staff meetings, keep colleagues informed on administrative and fiscal issues and maintain knowledge of Finger Lakes ReUse programs. Review monthly results, and implement and provide monthly variance reporting.

REQUIRED QUALIFICATIONS:

- Associate's degree in accounting, finance, or business with minimum five years of experience in fiscal management.
- Ability to develop and maintain timely and accurate financial statements, projections, and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Excellent organizational skills.
- Experience with bookkeeping, Microsoft Excel, and computerized accounting software.
- Ability to work independently and with teams.
- Ability to communicate priorities clearly, internally and externally.
- Experience should include legal, audit, compliance, budget, and resource development.
- Personal qualities of integrity, credibility, and an enthusiastic commitment to Finger Lakes ReUse's mission to enhance community, economy, and environment through reuse.

PREFERRED QUALIFICATIONS:

- Previous experience working in a not-for-profit or for-profit organization with complex funding structures.
- Bachelor's degree or higher in accounting, finance, or business.
- Ability to develop new systems and drive towards optimal solutions and outcomes, taking into consideration a wide variety of constituents, including those within and across departments as well as externally (e.g., clients, partners and solution providers, etc.).
- Experience navigating and managing insurance policies.
- Experience with QuickBooks Financial for Nonprofits and/or QuickBooks Point of Sale. Positive attitude with willingness to contribute as part of a team.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

Finger Lakes ReUse is a Tompkins County Certified Living Wage Employer and an Equal Opportunity Employer. Salary for this full-time position will be negotiable based on experience. Finger Lakes ReUse offers competitive compensation, health benefits, flexible work policies, and a collaborative work environment. We provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires both professional and personal development.

ABOUT FINGER LAKES REUSE:

Finger Lakes ReUse is a 501(c)(3) nonprofit organization with a vision for a just, resilient and waste-free world that values people and resources, and with a mission to enhance community, economy, and environment through reuse. We are collaboratively developing best-practices approaches to environmental, social, and economic justice challenges by addressing overflowing landfills, structural poverty, and unemployment and are actively developing a replicable, open source model for independent and local Community ReUse Centers. Finger Lakes ReUse is creating living wage jobs, hands-on job training opportunities, and is inspiring reuse through its programs and activities.

Please email letter of interest and resume to: jobs@fingerlakesreuse.org or **mail** to Finger Lakes ReUse, Inc., 214 Elmira Road, Ithaca, NY 14850. **Full job description available at** <http://ithacareuse.org/employment>

APPLICATION CLOSING DATE: Listing will be posted until position is filled. The priority deadline for applications is July 12, 2019.



Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: Director of Financial Operations
Reports to the Executive Director

POSITION SUMMARY:

The Director of Financial Operations is a full-time position, responsible for fiscal management of Finger Lakes ReUse, Inc., and tasked to define and implement the systems needed to support a growing organization, including financial, accounting, legal, and physical infrastructure. The director will be responsible for oversight of all financial functions, including financial projections, financial statements, accounts payable, accounts receivable, payroll, vouchers, tax payments, and will maintain auditable record of all financial activity.

The Director of Financial Operations must be able to adapt to a continually evolving environment and provide necessary documentation for board meetings, staff meetings, grantors, contractors, and other entities on a timely basis. As a member of the senior management team, the director will be involved in strategic planning, evaluation, and professional development initiatives. In keeping with ReUse's values, the director will be willing to work with diverse program participants by supporting a positive mentoring environment.

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1. Oversee all agency financial functions, including supervision of bookkeeping including maintenance of the general ledger, accounts payable, accounts receivable, payroll, vouchers, tax payments, bank and investment accounts, reconciling, and maintaining auditable record of all financial activity.
2. Develop and generate clear and concise financial reports to support the Executive Director and leadership team in fiscal communication and decision-making. Take the lead on projections and modeling and the budgetary aspects of business development, program/grant development, and organizational management.
3. Oversee all compliance and recognition for government (federal, state, and local) contracts and private grants.
4. Manage the cash flow; update and prepare cash flow forecasts for regular reporting to board and staff.
5. Participate in regular staff meetings, keep colleagues informed on administrative and fiscal issues and maintain knowledge of Finger Lakes ReUse programs. Review monthly results, and implement and provide monthly variance reporting.

DETAILED RESPONSIBILITIES:

- Assist the Executive Director and the Board Treasurer with financial reporting and projection modeling as required at board meetings, finance committee meetings, public presentations, and annual meetings.
- Support ReUse staff by communicating effectively, offering assistance, and providing teamwork.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
- Oversee the completion of the annual charitable return in a timely manner as appropriate.
- Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate.
- Collaborate with the executive management team to establish and accomplish organizational goals, objectives and strategic plans, exploring growth opportunities and identifying key risks and success factors.
- Consult with the organization's insurance agents; maintain and disseminate up-to-date information on employee benefit options; negotiate, update and maintain insurance policies ensuring adequate coverage and process claims as necessary.
- Consult and work with banks regarding loans and accounts.
- Consult and work with auditing firm regarding the accounting, tax filings and annual audits.
- Maintain strict confidentiality in all aspects of Finger Lakes ReUse, Inc., activities.
- Delegate tasks as needed to support staff as available.
- Related duties as assigned.

REQUIRED QUALIFICATIONS:

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- Excellent organizational skills.
- Experience with bookkeeping, Microsoft Excel, and computerized accounting software.
- Ability to work independently and with teams.
- Ability to communicate priorities clearly, internally and externally.
- Experience should include legal, audit, compliance, budget, and resource development.
- Personal qualities of integrity, credibility, and an enthusiastic commitment to Finger Lakes ReUse's mission to enhance community, economy, and environment through reuse.

PREFERRED QUALIFICATIONS:

- Previous experience working in a not-for-profit or for-profit organization with complex funding structures.
- Bachelor's degree or higher in accounting, finance, or business.
- Ability to develop new systems and drive towards optimal solutions and outcomes, taking into consideration a wide variety of constituents, including those within and across departments as well as externally (e.g., clients, partners and solution providers, etc.).
- Experience navigating and managing insurance policies.
- Experience with QuickBooks Financial for Nonprofits and/or QuickBooks Point of Sale. Positive attitude with willingness to contribute as part of a team.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RELATIONAL SKILL:

- Appreciate and embrace diversity in all interactions with coworkers, program participants, volunteers, and the public.
- Demonstrate commitment to the mission of Finger Lakes ReUse.
- Demonstrate ability to self-manage and show flexibility.

COMPENSATION:

Finger Lakes ReUse is a Tompkins County Certified Living Wage Employer and an Equal Opportunity Employer.

Finger Lakes ReUse is a dynamic organization with a vision for a just, resilient and waste-free world that values people and resources. We offer competitive compensation, health benefits, flexible work policies, and a collaborative work environment. We provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires both professional and personal development.