



# CARECEN

## Central American Refugee Center

### Job Description

The Central American Refugee Center (CARECEN-NY) is a nonprofit organization that has worked on behalf of Long Island's immigrants for nearly four decades through our offices in Hempstead and Brentwood. We seek an experienced nonprofit accounting and financial management professional to fulfill a newly created Finance Director position. The Finance Director is a full time, salaried, exempt position.

### Role and Responsibilities

The Finance Director will be responsible for developing and managing CARECEN's finance functions to include annual budget preparation, monthly forecasting, strategic planning, management reporting, leading the annual financial audit, and other related projects.

The Finance Director is a new role at CARECEN and will require a skilled finance professional with management experience to create and implement improvements to organizational financial systems, strategies, and guidance from relevant regulatory and reporting agencies. This position will provide key insight and expertise to CARECEN's executive team as the organization grows. For the right candidate, the Finance Director role represents an opportunity to strengthen CARECEN's financial health, infrastructure, and strategic goals as he/she/they work closely with organizational leadership.

### Primary Duties

#### Budgeting & Strategic Planning

- Collaborate with program managers, senior management, and other relevant stakeholders for inclusive budget planning
- Responsible for planning and execution of the budgeting process, including establishing the budget calendar, financial forecasting, and standard management reporting
- Provide guidance to senior management with regard to how the organization can implement change, build capacity, ensure financial health, and encourage sustainable growth
- Respond to and inform management of financial issues and trends appropriately and efficiently

### **Analysis & Reporting**

- Assist key management in establishing internal controls, structures, and standard operating procedures for organizational financial functions
- Respond to inquiries regarding organizational finances such as requests for IRS 990s, audited financial statements, and management reports
- Coordinate annual financial audit with outside auditors, bookkeepers, and Audit Committee
- Prepare monthly, quarterly, and annual financial reports to present to senior management
- Prepare financial data for annual report in collaboration with senior management
- Manage recordkeeping and financial reporting for various grants, government agencies, and other entities

### **Essential Financial Operations**

- Develop and implement policies, procedures, and training related to financial internal controls and recordkeeping
- Collaborate with program managers, senior management, and other relevant staff to develop solutions, resolve financial issues, and guide staff accordingly
- Manage regular financial operations including cash review, bank deposits, and financial recordkeeping
- Work closely with Operations to support and advise administrative, fundraising, and programmatic initiatives
- Monitor cash flow, monthly transactions, and budget allocations for accuracy
- Review and approve disbursements, reports, reconciliations, purchase orders, and other expenses

### **Supervision & Training**

- Supervise CARECEN's finance team, including bookkeeping and grants manager
- Assess finance team staffing levels and skill sets to evaluate and advise management on departmental needs
- Identify and provide development opportunities for finance team staff and coach team members to further develop core competencies
- Provide technical expertise and training to senior management and department staff on complex nonprofit accounting issues, including changes to state, federal, FASB, and GAAP rules
- Attend staff, finance team, management, and Board meetings as requested to present updates, guidance, and information on issues affecting micro and macro level financial strategies

## Qualifications and Requirements

- Bachelor's Degree (BA/BS) in Accounting, Business Administration, Public Administration, or related field; minimum 5 years of related experience, at least 2 of which should be at a managerial level; or an equivalent combination of experience and education
- In-depth knowledge of Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB) standards
- Certified Public Accountant (CPA) or comparable certification preferred
- Experience in or familiarity with nonprofit accounting preferred
- Knowledge of state and federal regulations and laws applicable to nonprofit financial management preferred
- Ability to analyze and interpret complex financial data and provide workable solutions
- Ability to effectively interact with management, employees, auditors, vendors, among others and respond effectively to sensitive issues and in a timely manner
- Ability to communicate confidently and regularly with the Board about all relevant financial and operational issues
- Proficient with Microsoft Office, Google Workspace, Quickbooks Online, and other standard software tools
- Desire to contribute to the organization's strategic financial growth, embrace organizational values, and support CARECEN's mission as a nonprofit

**Home Office:** Hybrid / based out of the Brentwood office

**Direct Supervisor:** Chief Operations Officer

**Compensation:** \$70,000 to \$80,000 annual salary + full medical, dental, vision, disability, and paid family leave insurance, 21 PTO days, 5 health/wellness days, and generous holidays each year

**How to Apply:** *Email a detailed cover letter, resume, and three (3) references to [becca@carecenny.org](mailto:becca@carecenny.org) with "Finance Director position" included in the subject line. Applications will be reviewed on a rolling basis until the position is filled.*

*CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, BIPOC, LGBTQ+ and persons from other traditionally marginalized groups are encouraged to apply.*