

Position: Finance Associate

Status: Part-time position with opportunity to full-time, 20-25 hrs. per week, Days are flexible.

Compensation: Non-exempt position/ \$20K- \$25K/ Annual compensation- Benefits not included

Role: The fiscal associate is responsible for managing the financial activities of the organization, including financial analysis and planning, accounting operations and reporting, budgeting and external audits according to specialized financial rules that pertain to nonprofit organizations exclusively. She/he establishes or improves upon the organization's financial policies and procedures. The Finance Associate will be responsible for ensuring legal and regulatory compliance of the financial functions. Additionally, the Finance associate provides guidance to senior management, supports Board relations through clear communication of financial reporting and analysis and is the primary interface with external parties on financial matters, including bank relations, customer invoices, project reporting and state and federal tax registration and reporting.

Responsibilities:

- Work with the Executive Director and the Board Treasurer to manage the creation, improvement and implementation of financial policies and procedures for the organization in line with nonprofit and customer requirements.
- Oversee the routine generation of timely and accurate internal and external financial reports, including quarterly and annual financial statements.
- Provide financial analyses, reports and forecasts to management.
- Advise management in financial decision-making and systems development and improvement.
- Oversee the accuracy of the organizational accounting records and maintain the chart of accounts.
- Establish and monitor adequate internal controls.
- Monitor security of organization's financial assets.
- Perform month-end closings and bank reconciliations.
- Review grant awards and sub-awards documents and budgets as needed. Complete all external funder fiscal reporting package primarily for CSBG and OASAS Community Block Grants approximately \$1M of grant funding in 2021/2022.
- Support the annual budget preparation process.
- Manage the employee expense reports review process.

- Process payroll timesheets and reconciling payroll records.
- Act as liaison for the annual audit and the filing of tax returns.
- Ensure timely production, and support review of, project invoices.
- Work with staff as appropriate in achieving financial management goals.
- Act as the liaison to the Board of Directors Finance Committee.
- Other duties as assigned by supervisor and Board Treasurer.

Qualifications:

- Bachelor's/ Associate degree in finance, accounting or related field and a minimum of 1-2 years of relevant experience.
- Certified Public Accountant (CPA) preferred, not required.
- Knowledge of the CSBG and OASAS Community Block Grant Program preferred, not required
- Strong knowledge of: general ledger, banking, job cost accounting, accounts payable, accounts receivable, fixed assets, and nonprofit taxes and registrations.
- Knowledgeable in the use of Fund EZ financial software programs and Microsoft Office applications.
- Thorough understanding of nonprofit accounting and Generally Accepted Accounting Principles Standards (GAAP).
- Familiarity with Generally Accepted Government Auditing Standards (GAGS) is desirable, not required.
- Knowledge of the Federal Acquisition Regulation (FAR), Uniform Guidance, USAID Acquisition Regulation (AIDAR) and 2 CRF 200.
- Ability to prioritize multiple tasks and balance day-to-day tasks with strategic, long-term goals and timelines.
- Adept at presenting financial information in a clear manner to board members, senior management, staff members and others.
- Excellent written and verbal communication skills with the ability to communicate diplomatically in a diverse, multi-cultural environment. The finance associate will be interacting with board members and external parties such as funders and external auditors.

Don Brown
Interim Executive Director



Bernard Satchel
Board President

Supervision and Oversight: This position reports to the Executive Director, with heavy involvement with the Board Treasurer.

Organization: Yonkers Community Action Program, Inc. mission is to *engage and empower the residents of Yonkers by providing resources and services that improve health, education and employment outcomes as well as support economic self-sufficiency and poverty reduction.* YCAP is a private nonprofit corporation designated as an anti-poverty agency under the Economic Opportunity Act of 1964.

Additional Information: Please note that this position may be required to go into the office, a minimum 1-3 days a week, adhering COVID-19 guidelines will be strictly followed. COVID-29 precaution(s): remote interview process, virtual meetings, etc.

EEO Statement: YCAP is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Please submit CVs/ Resumes and cover letters to nmatthie@gmail.com and abailey@yonkerscap.org with the subject line "Finance Associate Resume Submission."