

## FULL TIME POSITION:

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### **Workforce Development Corporation (“WDC”) Director, Finance and Operations**

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#### **AGENCY DESCRIPTION:**

The New York City Department of Small Business Services (“SBS”) is a vibrant, client-centered agency whose mission is to serve New York’s small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce.

#### **ABOUT THE WDC:**

The WDC is an independent not-for-profit created by the City of New York (the “City”) specifically for the purpose of assisting the City in developing and funding workforce initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding and managing workforce and training initiatives, and resource sharing.

The WDC is not a direct services provider – it contracts with third-party vendors for the services needed to run its training and educational initiatives. Two of the major WDC initiatives are the NYC Tech Talent Pipeline and New York Alliance for Careers in Healthcare, industry initiatives which work with public and private partners to define employer workforce needs in the technology and healthcare sectors, respectively, develop and test training and education solutions to meet those needs, and build the capacity of other organizations within the City to continue to meet identified industry needs.

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#### **JOB DESCRIPTION:**

The WDC is seeking a Director of Finance and Operations who will be responsible for day-to-day organizational activities related to finance, budgeting, human resources and general operations. The Director of Finance and Operations will be part of the organizational leadership team, serving as a strategic thought partner and reporting directly to the Executive Director. The Director of Finance and Operations is a new position.

#### **PRINCIPAL RESPONSIBILITIES:**

##### **Financial Management and Reporting**

- Work with the Executive Director, Treasurer, Board of Directors, funding partners, and program staff, to plan, coordinate and execute the WDC’s annual budget (which includes significant government funding) and individual program budgets;
- Act as a strategic, active member of the senior management team with the primary responsibility of strengthening and maintaining strong financial management and operations systems to enhance the WDC's internal capacity and adhere to accounting standards;
- Track spending on a monthly basis, and check in with program staff on spending, as necessary;
- Develop, over time, increasing responsibility to project and plan for organizational spending and growth, including multi-year forecasting;
- Coordinate with the Treasurer to develop and produce periodic financial reports for the organization and each program, for the Executive Director and program management staff;

The Workforce Development Corporation is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

- Oversee implementation and annual review of financial policies and procedures; and
- At the direction of the Treasurer, coordinate and implement all work related to annual financial audits, including an A133 audit.

### **Human Resources**

- Perform and/or oversee all human resource services including payroll, new employee on-boarding, compensation, benefits management, and legal compliance; and
- Establish, communicate, and monitor various human resources policies and procedures for WDC personnel, and work with legal counsel to oversee improvements to HR strategy and policies.

### **Procurement and Contract Administration**

- Manage the end-to-end contracting process for all goods and services, including bids or solicitations and contracts;
- Work with legal counsel to draft Requests for Proposals with input from program staff, including scope, payment structure, evaluation criteria, and other elements, and closely manage all steps to award;
- Manage the process of convening evaluation committees to evaluate bids and proposals;
- Oversee improvements to the WDC's contract management policy and processes, including developing and implementing systems for storing and organizing contract and grant agreement information;
- Serve as an external representative, negotiating and implementing agreements related to HR, finance, and other administrative services; and
- Oversee contract and vendor issues.

### **Other**

- Responsible for the WDC's corporate Secretary functions, including organizing Board of Director meetings and drafting resolutions for, and minutes of, those meetings;
- Support and supervise two administrative staff members to carry out the day-to-day finance and administrative functions as outlined in their job descriptions; and
- Ensure compliance with laws and regulations of nonprofits.

### **QUALIFICATIONS:**

- B.A/B.S. in business, accounting, finance, non-profit management / administration or similar field required. Related work experience may be substituted for education requirement.
- Minimum of 5 years' satisfactory experience in positions of increasing responsibility in non-profit finance, accounting, human resources and/or administration, with at least 2 years in a management position.
- The ideal candidate has experience of final responsibility for the quality and content of financial data, reporting for either a division or significant program area, and has preferably overseen an operations function previously.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic colleagues who do not necessarily have finance backgrounds.
- Demonstrated ability to design and implement best practices in financial and operations management.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software, preferably Quickbooks (current WDC fiscal system) and Blackbaud products (system we expect to transition to later this year).
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.

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**How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:

**“Director, Finance and Operations”**

to: [emccclary@sbs.nyc.gov](mailto:emccclary@sbs.nyc.gov)

**Expected Salary Range: \$70,000 to \$85,000**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

If you do not have access to email, mail your cover letter & resume to:

E. McClary, c/o The NYC Department of Small Business Services  
110 William Street, 8<sup>th</sup> Floor, New York, New York 10038