

Director of Finance and Operations

THE MAYOR'S FUND TO ADVANCE NEW YORK CITY

The Mayor's Fund to Advance New York City is a 501(c)(3) nonprofit organization working with more than 30 City agencies and offices, 300 institutional funders, and 100 community-based partners. The Mayor's Fund and its partners advance initiatives that improve the lives of New Yorkers from all walks of life and across all five boroughs. In particular, the Mayor's Fund has made strategic investments to promote mental health services for all New Yorkers, increase workforce development opportunities for young New Yorkers, and eliminate medical debt, among others.

THE POSITION

The Director of Finance and Operations leads all organizational aspects related to finance, operations, and human resources. The position reports to the Executive Director and is a member of the Mayor's Fund senior team. The Director will manage a team that includes managers and associates focused on areas of finance and operations tasks, as well as supervise a part-time C.P.A. The responsibilities of the role include, but may not be limited, to the following:

Financial Management

Management of daily financial operations for a \$10M+ annual organizational budget.

- Create and implement the annual budget
- Supervise the finance associate and C.P.A.
- Lead the annual organizational audit and A133 audits of federal programs
- Partner with the Director of Programs and General Counsel on procurement procedures and contract negotiations
- Work with an outside firm to manage our investment portfolio
- Report to Executive Director and Board of Directors on cash flow, profit and loss statements, and revenue tracking
- Review all payment authorization forms prior to payment processing
- Authorize wire and ACH payments
- Upload checks via an online banking portal

Program Fiscal Oversight and Management

Partner with the Director of Programs to manage financial activities of Mayor's Fund partner initiatives across City agencies.

- Coordinate with City agencies on programmatic budgets, including submission of budgets and financial reporting for foundation and governmental private funding
- Liaise with the Mayor's Fund Programs team and City agencies on federal funding agreements
- Work with the Mayor's Office of Fiscal Operations, Office of Management and Budget, and heads of fiscal departments across the City in coordinating the release of private funds to City budget

Operations and HR Administration

Manage human resources and business operations for the organization.

- Manage employee benefits and provide solutions to human resources challenges
- Provide financial data for NYC and NYS compliance regulations, including COIB; NYS Authority Budget Office; Public Authorities Accountability Act; and Committee on Open Government
- Liaise between City agencies and Mayor's Fund in resolving various financial issues
- Liaise with Office of the Mayor's Human Resources, New York City Office of Technology & Innovation, and Mayor's Office Facilities, Construction Management, and Operations teams
- Onboard personnel for Mayor's Fund

THE QUALIFICATIONS

The successful candidate is a highly motivated and experienced financial professional who possesses the ability to work collaboratively across the entire organization and skillfully lead a team.

The candidate should have the following:

- Demonstrated commitment to the advancement of New York City
- Bachelor's degree
- Minimum 7 years' experience at a senior level, including some supervisory experience
- Financial acumen and technical expertise in nonprofit finance, accounting, auditing and compliance matters preferably within the context of the New York City government
- Expertise of financial accounting systems; Knowledge of Fund E-Z preferred
- Flexibility and vision to oversee the finance function in a dynamic environment with an ability to manage multiple projects concurrently
- Highly resourceful team player, with the ability to work independently and collaboratively

COMPENSATION AND BENEFITS

The salary for this position is \$135,000 annually. The Mayor's Fund also provides its employees with a robust benefits package that includes employer-paid health, vision, and dental insurance, 401K plan with matching employer contributions, and generous paid time off, including quarterly wellness days.

WORK SCHEDULE

The position offers a hybrid work schedule with an expectation to be in the office, (located at 253 Broadway, New York, NY 10007) or in the field for meetings and events as required by senior leadership. Ability to work evenings and weekends as required by events and regional travel.

HOW TO APPLY

Attach a resume and cover letter in an email to mayorsfundtoadvancenyc@mayorsfund.nyc.gov with "Director of Finance and Operations" in the subject line.

The Mayor's Fund to Advance New York City is an Equal Opportunity Employer. For more information about The Mayor's Fund to Advance New York City please visit <http://www.nyc.gov/fund>.