

CONNECTICUT ALLIANCE TO END SEXUAL VIOLENCE



Support. Advocate. Prevent.

formerly CONNSACS

Connecticut Alliance to End Sexual Violence, Inc. Director of Finance and Administration

The Alliance is the statewide coalition of sexual assault crisis service programs working to end sexual violence through victim assistance, community education, and public policy advocacy. The mission of The Alliance is to create communities free of sexual violence and to provide culturally affirming, trauma-informed advocacy, prevention, and intervention services centered on the voices of survivors.

Under the direction and supervision of the Executive Director, the Director of Finance and Administration is responsible for the state and federal regulatory compliance of all fiscal activities, oversight of the Operations Team and the monitoring of grant activities and service delivery standards for The Alliance and subcontractors. The Director of Finance and Administration plays a critical role in partnering with the senior leadership team in strategic decision making and operations as The Alliance continues to expand services and supports for victims and survivors throughout the state.

The Director of Finance and Administration is a full-time position with benefits.

PRIMARY DUTIES

- Manage all financial operations of the organization including budgeting, accounting, banking and investment relationships, cash management, payroll, forecasting and financial reporting.
- Oversee annual budgeting and planning process in conjunction with Executive Director and senior management; monitor actual progress and changes and communicate this information to senior leadership, identifying variances and developing appropriate action plans.
- Review, budget and account for all government contracts (State & Federal).
- Manage the annual audit process and 990 preparation of organization's books and records by the independent auditors and manage other periodic external audits and monitoring by government or other entities.
- Monitor and update the organization's Fiscal Policy and Procedure Manual and, as circumstance require, work to recommend the development of new procedures or the modification of existing procedures to ensure proper internal controls and management of risk.
- Provide data, prepare and submit financial reports to facilitate contract and grant applications and financial reporting to contractors, board of directors, funders and other agencies.
- Support the board's finance committee; ensure the board has access to the financial information necessary to carry out its fiduciary responsibilities with confidence.
- Work with accountant to monitor general ledger and allocate costs to budget categories and grant programs.
- Maintain all funding records; conduct contract monitoring and provide compliance reporting.
- Create and maintain contracts with Alliance member programs.
- Work closely with subcontractors to develop and manage budgets and contracts.

- Oversee maintenance of systems for the timely collection and management of programmatic and statistical reports required by funders.
- Monitor payments due from funders and distribute funds to member centers as per contracts.
- Supervise the agency Operations Team, including the Grant Reporting and Data Coordinator and Human Resource and Administrative Manager and staff working on projects related to accounting functions.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS PREFERRED

- Minimum of Bachelor's degree in business, accounting, or related field; Master's degree and/or CPA a plus.
- 5-7 years of non-profit based accounting, budgeting, financial management and analysis experience, including 2-3 years in a leadership capacity.
- Experience with grants management including budgeting and reporting.
- Experience with both state and federal funding budget development and reporting.
- Proficiency in QuickBooks, Microsoft Excel and Word and Google Docs.
- Excellent oral and written communicator with ability to present financial and other data analysis and findings in both verbal and written formats to management, board members, program and development staff, external constituencies, etc., with and ability to develop and maintain cooperative relationships with diverse individuals and organizations.
- Demonstrated ability to plan, set priorities, lead in multiple areas of responsibility, motivate colleagues and maximize impact in an environment of limited resources.
- Successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Organized with an ability to meet deadlines for multiple priorities, projects and reports.
- Commitment to the development of a multicultural organization and demonstrated understanding of anti-sexual violence work and victim advocacy.
- Sexual Assault Crisis Counselor/Advocate certification within 6 months of employment.
- Position may involve limited statewide and national travel.

BENEFITS INCLUDE

- Four weeks of vacation
- Four personal days
- Eleven holidays
- Medical benefits, with premium for employee paid by The Alliance
- Life insurance
- 401K
- Flexible work options

To Apply

Applicants should email a cover letter expressing interest and qualifications, an updated resume to: Human Resources at The Alliance: hr@endsexualviolencect.org.

Email inquiries only please. NO PHONE CALLS PLEASE.

The Alliance is an affirmative action, equal opportunity employer.

DIVERSE CANDIDATES ARE ENCOURAGED TO APPLY

Connecticut Alliance to End Sexual Violence is an equal employment opportunity employer and is committed to maintaining a non-discriminatory, diverse and dynamic work environment.

The Alliance does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.