



Position Title: **Director of Finance**
Location: **New Brunswick**
Reports to: **CEO/Executive Director**
FLSA: **Full Time-Exempt**

Prevent Child Abuse - New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, workshops and professional training, home visitation services, initiatives that promote parental involvement in a child's education, and projects that support highly vulnerable families. Our prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

JOB SUMMARY:

The Director of Finance will serve in a hands-on role managing the Finance function of the agency and will have the primary day-to-day responsibility for planning, implementing, managing and controlling all financial related activities of the agency. The individual in this role will supervise the Finance & Accounting Associate, manage internal controls, set financial targets, conduct budget forecasting, develop financial strategies, monitor expenditures and cash flow, evaluate investments, and manage reporting and tax compliance. This position also directly assists the Executive Staff and Board on all strategic and tactical matters as they relate to budget management, cost/benefit analysis, forecasting needs and the securing of new funding.

This is a hybrid position with occasional presence at our New Brunswick office required.

MAJOR RESPONSIBILITIES:

- Ensure credibility of finance/accounting department by providing timely and accurate analysis of budgets, financial trends and forecasts;
- Prepare annual operating budget including cash flow projections and reporting;
- Oversee the management and coordination of all fiscal reporting activities including reports to funding agencies, and development and monitoring of organizational and contract/grant budgets;
- Advise and support department managers and directors with budgets, grant oversight and financial reporting;
- Manage daily responsibilities of the agency including all accounting functions, finance, treasury, accounts receivable and payable, maintenance of general ledger, budgeting, and risk management;
- Identify and implement changes as needed to strengthen the agency's policies, business processes and systems for effective financial management;

- Ensure agency’s financial interests are protected through compliance with GAAP, contract review, negotiation, cost monitoring and compliance;
- Serve as key liaison to independent audit firm, banks, insurance managers, government agencies, funders, vendors, and other professionals in areas regarding finance, audit and compliance;
- Prepares for and manages annual audit process with external CPA firm;
- Fulfill other duties as assigned.

SKILLS & KNOWLEDGE REQUIRED:

- Certified Public Accountant (CPA) preferred but not required;
- Minimum 10 years progressively responsible financial leadership roles, preferably in a non-profit with demonstrated success in financial management of a multi-faceted financial program with multiple and diverse sources of finance including complex grant resources, indirect costs, and fundraising accounting;
- Direct familiarity with State of NJ grant processes and reporting preferred;
- Must be detailed oriented, maintain integrity and be able to effectively manage multiple tasks;
- Knowledge of accounting software, preferably Sage by Peachtree;
- Strong communication and interpersonal skills, experience in effectively communicating key data, including presentations to including presentations to Board of Directors and outside partners;
- Experience in managing contracts with the various departments and divisions within the State of New Jersey. This includes extensive experience in compiling contract budgets, budget modifications, and quarterly Reports of Expenditures on the state Annex B. An understanding of how the Schedule of Estimated Claims relates to contract payments on the state contracts;
- Experience in compiling budgets and budget variance analysis;
- Experience in compiling complete audited financial statements for a non-profit, to include not only the Statement of Financial Position, Statement of Activities, Statement of Cash Flows, and Footnotes, but also the Statement of Functional Expenses, the Schedule of Expenditures of Federal Awards (SEFA), and the Schedule of Expenditures of State Financial Assistance, in addition to any other Supplemental Schedules or schedules within the footnotes. Also, knowledge of intercompany accounting between a parent and subsidiary, and experience in compiling complete consolidated audited financial statements for a non-profit;
- Experience in being the liaison with auditors and managing on behalf of the organization for the annual audit of the financial statements to ensure that the audit is completed by the agreed upon date and that the financial statements are issued in a timely manner;
- Knowledge of the difference between GAAP financial reporting and state Reports of Expenditures, particularly when it relates to capitalized items;
- Understanding and knowledge of the federal Return of Organization Exempt Income Tax (Form 990) and experience in the detailed review of this document;
- Understanding of and experience with filing the Long-Form Renewal Registration/Verification Statement (Form CRI-300R) with the New Jersey Division of Consumer Affairs, Charities Registration Section;
- Experience in compiling cash projections and corporate cash management;
- Experience in compiling revenue and expense forecasts and projections;
- Understanding the requirements for the Data Collection Form and the filing of the Single Audit to the Federal Audit Clearinghouse;

- Experience in updating and renewing the company’s registration on the federal government’s System for Awards Management (SAM);
- Experience and confidence in presenting financial reports to the Board of Directors and potential funders and donors;
- Willingness to do hands on work as this is a hands on position;
- Willingness to learn how to process payroll on the payroll service’s payroll system as this position is a back-up for payroll processing.

TO APPLY:

Please submit your resume and cover letter to resume@preventchildabusenj.org.

Be sure to include “Finance Director” and your last name in the subject line.

Prevent Child Abuse New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.