



## **Finance and HR Administrator**

### ***Position Description***

Reports to: Executive Director (ED)  
Hours: 35 hours per week (full-time)  
FLSA Classification: Exempt

**Do you want to help children?** Join an agency that helps stop the abuse of children in the Mid-Hudson Valley! The candidate will oversee all finance and human resources to support an agency of 15 employees. Our ideal candidate will have had experience in finance and administration and is looking to play a vital role in helping children and families in crisis. The following is a list of main categories of job duties, but it is not inclusive. The ability to work in an active, mission-focused agency with a very wide range of duties that require attention to detail is needed.

#### **Finance:**

- Manage all financial aspects of a \$1.2m non-profit, with oversight of a contracted bookkeeper. This includes all Accounts Receivable and Accounts Payable.
- Provide comprehensive monthly reports (i.e. budget vs actual, profit & loss statement, cash flow, etc.) and be able to speak to financial statements.
- Monthly variance analysis.
- Forecast expenditures and make recommendations.
- Maintain supporting documentation of the organization's expenses.
- Coordinate with the ED on the annual audit process and preparation.
- Manage organizational forecasting.
- Help perform month-end close duties, i.e. send bank reconciliations to ED and Finance Committee.
- Manage the transfers of all online donations.
- Create procedures to safeguard assets.
- Take deposits to the bank.

#### **Financial Contract Compliance**

- Provide on-going financial oversight of grant contracts including tracking funds, expenditures, forecasting and preparation and submission of final reports.
- Work with staff to create budgets for contract renewals.
- Complete payment vouchers to government funding sources.
- Create agency-wide cost allocation plan.
- Create budget modifications to government funding sources.

#### **Human Resources**

- Onboard new employees, including background checks.
- Work with Paychex to ensure compliance with all current labor laws.



The Center for the  
Prevention of Child Abuse

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- Coordinate with health insurance and retirement planning advisors.
- Submit payroll and manage benefit time for 15 employees.
- Maintain hardcopy employee files.

**Minimum Qualifications**

- B.A. preferred, ideally with Business Management, CPA, HR or related degree.
- 4+ years of financial work experience in the nonprofit sector.
- Mastery of Quickbooks online and Excel.
- Familiarity with non-profit accounting rules and regulations.
- Previous grant administration experience preferred; OPWDD, OVS, OCFS.
- Skills in preparing for external audits.
- Strong organizational and time management skills.
- Ability to handle confidential information with sensitivity.

**What You Will Gain:**

- Employee-centered, family-centered culture.
- Paid Vacation, Sick and Personal Time, plus 11 paid holidays.
- Employee Assistance Program including free and confidential mental health services.
- Professional development opportunities and trainings.
- Dental insurance
- Health insurance
- Retirement Planning and advising
- The ability to change the lives of children in our community.
- CPCA Gear

*The Center for the Prevention of Child Abuse provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*