

Director of Finance

Hudson River Housing, a Not-for-Profit agency located in Poughkeepsie, NY is seeking a Director of Finance.

General Description:

- The Director of Finance oversees the financial and administrative functions of the agency; specifically accounting, human resources, grant administration and informational technology. This position is responsible for ensuring that all of HRH programs operate as per procedural and structural guidelines established by the Executive Director and Board of Directors of HRH in the most effective and efficient manner possible and that agency mission goals are achieved. In addition, this position ensures that accurate, timely and progressive financial data is provided to regulatory bodies, HRH management and the HRH Board of Directors which is relied upon to manage and direct the operations of HRH and its related subsidiaries.

Principal Duties:

1. **FINANCIAL OPERATIONS & REPORTING** - Includes developing, maintaining, and updating efficient and controlled procedures & policies for all financial transactions (e.g., payroll, accounts payable/receivable, grant administration and budget monitoring.), as well as accurate and timely accounting and reporting of all financial transactions of HRH and its subsidiaries in accordance with generally accepted accounting principles (GAAP), and in cooperation with the HRH's independent auditors, Board of Directors, and regulatory and funding agencies.
2. **SUPERVISION** – Supervision and oversight of Accounting, Grant Administration and Administrative functions (including Human Resources and Information Technology). Includes the monitoring of accurate and timely billing of all services, accurate tracking of tenant and program receivables, and general oversight pertaining to the all of the financial functions of the agency & its subsidiaries. Position is responsible for overseeing accurate payroll and accounts payable processing and reporting and for ensuring effective human resource processes.
3. **PLANNING & BUDGETING** - Includes the development of financial tools and analysis required for development of the annual operating & capital budgets and strategic plan.
4. **INTERNAL CONTROLS** - Includes responsibility for ensuring the integrity of all financial processes, with particular emphasis on those controlling the receipt and disbursement of funds, and those, which create external obligations for Hudson River Housing, Inc. (e.g., payroll/sales taxes, grant/vendor contracts). Establishing financial policies and procedures and ensuring they are strictly adhered to.
5. **GENERAL** - Includes responsibility for supporting management and the Board of Directors with advice, analysis and operational assistance for any financial or other activity required in support of the mission of Hudson River Housing, Inc., such as:
 - Insurance Renewals
 - Risk Management
 - Resource Development/Grant Writing
 - Data Quality and Information Technology

- Support for other staff members

6. All other duties as assigned.

Qualifications:

Education/Experience: Requires a BA/BS in Accounting and a minimum of four years experience with a mid to large not-for-profit or for-profit corporation required (\$5M-\$10M annual operating budget). Preference given for not-for-profit and/or fund accounting experience, CPA preferred.

License Requirements: Valid driver's license required.

Other: A working knowledge of Microsoft Office applications (Excel, Word) is required with a strong preference given for Fund Accounting (FundEz) software knowledge. Requires an ability to work well with others within the organization, and to be self-starting and capable of independent action with minimal supervision. Effective oral and written communication skills are required, including an ability to deal effectively with members of the Board of Directors and external agencies.

We offer a great benefit package including:

- Vacation, sick, personal and paid holidays.
- Medical and Dental benefits
- Employee Assistance Program (EAP)
- Life Insurance
- 401k Retirement Savings with employer match

Interested individuals should send a cover letter along with a resume and salary requirements for consideration. Please send all correspondence to mmazzucco@hudsonriverhousing.org