



Job Posting (see pp 3-5 for full job description)

Wanted: Versatile, experienced, energetic individual to join our team at Hands On Hartford as the **new Director of Finance and Administration** to provide planning, leadership and management of fiscal, personnel, information technology, facility, corporate and contract compliance and business functions.

Why work at Hands On Hartford: Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 54-year old nonprofit that values team work, inclusivity, and takes strengths-based, collaborative approach to all we do.

As the Director of Finance and Administration you'll make a difference in the lives of the folks we serve, as well as in fostering a well-supported and impactful team of staff, by taking a lead in the agency's Administration and Management of Fiscal, Human Resources, Facilities, Health and Safety, and Information Technology functions which include:

Supervise/support staff of the Finance; Human Resources; Custodial Departments in fulfilling their areas of responsibility

Administration and Management of Fiscal Functions

- Oversight / management of all accounting functions; Budget; Fiscal policies; Reporting; Annual audit
- Function as staff to the Board Finance Committee

Management of Human Resource Functions

- Oversight / management of all confidential personnel records
- Oversight and management of all day-to-day personnel functions

Management of Facilities and Health and Safety

- Provide management and support to the agency's health and safety initiatives
- Administer the worker's compensation process, occupational health center contract, and related postings and protocols
- Coordinate major facility and construction projects and moves as assigned

Agency Administration

- state and federal reports, corporate compliance and agency insurance policies
- Provide support to the Executive Director and leadership team regarding contract development and negotiations, and fiscal planning
- Provide back-up to the Executive Director when he/she is unavailable; including communication with the Board re: critical issues and emergent media concerns

Information Technology (computers, servers, phone systems, copiers)

- Oversight / management of the Coordination of maintenance of all IT systems with vendors/providers
- Responsible for planning related to all areas of IT

Please visit our website www.handsonhartford.org for a full job description

This could be the position for you if you:

- Have 5+ years' experience in non-profit financial management; contract management, corporate compliance, personnel management
- Accounting degree, certification, or similar training, and supervisory experience required; Knowledge of MIPS preferred
- Believe in our mission and core values and are committed to diversity, equity and inclusion
- Have a desire to grow professionally and to support others in doing the same
- Lead with energy and enthusiasm; and possess excellent organizational and communication skills
- Are creative, have some schedule flexibility, and thrive as part of a team
- Have knowledge and proficiency in using computer applications, including Windows
- Possess a valid driver's license, registered and insured motor vehicle

When: Salaried, exempt position which requires a minimum 40-hour work week. Some flexibility in the work schedule is expected; Off hours agency emergency response; occasional holiday coverage

We care passionately about our employees and offer:

- Generous medical/dental/disability/life benefits
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 holidays, vacation, personal time, and sick leave
- 401(k) employer contribution and employer match
- Free parking

**If this sounds interesting to you:
Send letter of interest, resume and salary requirements to:
Barbara Shaw, LCSW, Executive Director
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.
Email bshaw@handsonhartford.org
AA/EOE**

JOB DESCRIPTION

Title: Director of Finance and Administration New _____ Revised X
Program: Administration
Reports to: Executive Director Effective Date: 01/01/2024

Supervises: Staff Accountant
Administrative and Human Resources _____
Coordinator Executive Director Authorization
Custodians
Administrative Volunteers/Interns as assigned

Job Purpose:

Management of fiscal, personnel, information technology, facility, corporate and contract compliance and business functions.

Qualifications:

5+ years' experience in non-profit financial management; thorough knowledge of general accounting practices, contract management, corporate compliance, personnel management; demonstrated fiscal management skills; proficiency in spreadsheets; good oral and written communication skills. Accounting degree, certification, supervisory experience and knowledge of MIPS preferred. Knowledge and proficiency in using computer applications, including standard Windows applications. Valid driver's license, registered and insured vehicle required.

Areas of Responsibility:

Administration and Management of Fiscal Functions

1. Oversight and management of all accounting functions in accordance with policies and regulations to ensure accountability, maintenance of agency business records and the consistent application of financial policies, including but not limited to: the handling and posting of disbursements and cash receipts, assets and liabilities, bank accounts and reconciliations, general ledger, balance sheets, trial balances, cash flow projections, variance reports, budget oversight, grant reports, oversight of contracted services, records retention and management of all aspects of the annual audit.
2. Development, implementation and monitoring of fiscal policies and procedures in conjunction with the Board Finance Committee and Executive Director.
3. Accurate and timely preparation and submission of fiscal contract reports, budget modification requests, variance and balance sheet reports, audit reports, and all state and federal compliance reports.
4. Development of all agency and funding source budgets, including periodic cost and financial analyses.
5. Provide leadership for the development and implementation of agency and program planning including alternative revenue streams, new program funding.
6. Provision of support to program managers in budget preparation and monitoring and business aspects of new programmatic/business development.

7. Oversight of agency expenditures, purchases and leases, including solicitation of bids, authorization for expenditure requests, and maintenance of a voucher and allocation system.
8. Function as staff to the Board Finance Committee.
9. Signatory authority for checks as established by Finance Committee of the Board.

Management of Human Resource Functions

1. Management/maintenance of all confidential business records, including personnel records and confidential employee information.
2. Oversight and management of all day-to-day personnel functions, including but not limited to administration and oversight of employee health insurance policies, workers compensation, status changes, employee benefits, time records, evaluation procedures
3. Management of agency orientation of all new employees and paperwork for all new and terminated employees.
4. Preparation of records for program and fiscal audits.
5. Oversight of job descriptions; maintenance of recruitment and hiring practices.

Management of Facilities and Health and Safety

1. Consult with staff regarding facility security, safety, and maintenance.
2. Administration and oversight of agency insurance policies and certificates, as well as leases.
3. Provide management and support to the agency's health and safety initiatives including Health and Safety Committee.
4. Administer the worker's compensation process, occupational health center contract, and related postings and protocols.
5. Coordinate major facility and construction projects and moves as assigned.

Agency Administration

1. Function as the agency representative regarding the fiscal administration of contracts, state and federal reports and agency insurance policies, including participation in review meetings.
2. Assist program managers in securing bids and managing contracts/vendors.
3. Provide support to the Executive Director and leadership team regarding contract development and negotiations, and fiscal planning.
4. Provide back-up to the Executive Director when he/she is unavailable; including communication with the Board re: critical issues and emergent media concerns.

Information Technology (computers, servers, phone systems, copiers)

1. Oversight of system user security procedures and access levels.
2. Coordinate maintenance of all IT systems with vendors/providers.
3. Oversight of the use of the file and storage systems to ensure that use is consistent with policies and procedures.
4. Responsible for planning related to all areas of IT.

General:

1. Ensure that best practices for efficient and effective management of the department's functions are identified and utilized to enable the position to be maximally effective with "macro" level initiatives, including analysis, planning and evaluation.
2. Orient, train, support and evaluate assigned staff and volunteers in a manner consistent with agency policies and values.
3. Maintain a thorough knowledge of agency policies, procedures.
4. Uphold HOH's commitment to equity, diversity, and inclusion.
5. Provide for the safety of staff and property of the Agency.
6. Attend and participate in agency and site/team meetings, including leadership sessions as required.
7. Perform other tasks consistent with the job purpose and deemed necessary by the supervisor.
8. Maintain client confidentiality.
9. Respond to emails and voicemail and return calls in accordance with agency responsiveness guidelines.

Work Schedule and Benefits

1. Salaried, exempt position requires a minimum 40 hour work week. Flexibility in the work schedule is expected.
2. Off hours agency emergency response.
3. Supporting and attending at least one agency holiday meal each year.
4. Compensation: commensurate with experience.
5. Paid time off and medical/dental/disability/life/401(k) benefits as full time employee.