

# **Position Available**

## **Director of Finance and Administration**



Princeton Community Housing (PCH) in Princeton, NJ is seeking a Director of Finance and Administration to join its management team. PCH is a not for profit organization established in 1967, that develops and manages welcoming and quality affordable rental homes in Princeton, NJ, and provides all residents with access to a wide array of supportive community resources. PCH staff are diverse, caring, and passionate about helping people, but are also enthusiastic about professional growth and maintaining a work/life balance. PCH is a good place to work if you want to help make a difference in people's lives. See [www.pchhomes.org](http://www.pchhomes.org) for more information. The successful candidate will be a hands-on team player and will lead, manage, and integrate the accounting, budgeting, payroll, benefits program, and other nonprofit administrative areas of PCH and its Affiliated Entities. The Director will play a critical role in partnering with the Executive Director, the Director of Mission Advancement and Board of Trustees in strategic decision making and operations as PCH continues to enhance its quality communities and programming and build capacity.

### **RESPONSIBILITIES:**

#### **Financial Management**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and quarterly financial statements; collate financial reporting materials for all agencies, funders, and donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the senior management team; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Maintain the contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present critical financial matters to PCH staff and the Board.
- Capture key data and trends in order to demonstrate the relationship between the overall strategic direction of the organization and funding resources.

#### **Information Technology (IT), Benefits and General Administration**

- Lead the evaluation, enhancement and management of the organization's benefits program and onboarding process for new employees.
- Maintain the organization's online timekeeping records and process payroll in accordance with Federal and State payroll regulations.

- Oversee IT equipment and all financial, applicant and property management software to ensure efficient and consistent operations as the organization scales.
- Maintain the organization's property and liability insurance coverage; conduct annual coverage review. Ensure renewal and/or secure bids for coverage when necessary.
- Lead and manage financial, resident and applicant records retention.

### **QUALIFICATIONS:**

- A Bachelor's degree in Accounting, Finance or Business Administration, or equivalent experience. Professional financial certification such as CPA, CMA, or MBA strongly preferred.
- Minimum of 7 years of progressively responsible professional experience in a finance and administration leadership role. Nonprofit experience is strongly preferred.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- Demonstrated experience administering benefits programs.
- Ability to develop, coordinate and implement accounting processes that support residential property management practices and a variety of funding source requirements in a nonprofit environment.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Technology savvy with experience selecting and overseeing software implementation and managing relationships with software vendors; knowledge of accounting, property management, and reporting software.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A self-motivated, multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of Princeton Community Housing.

**Location:** Princeton, NJ office. Hybrid position with some remote work.

**Compensation:** This is a full-time, exempt position. The salary range for this position is from \$125,000 - \$145,000, depending on experience. Excellent benefits include medical, dental, and vision insurance, 401k plan, paid time off, holidays, and other benefits.

### **TO APPLY:**

Please email the following information: a) a cover letter; b) resume; and c) writing samples (and/or other supporting material) to: Edward Truscelli, Executive Director, [edward@pchhomes.org](mailto:edward@pchhomes.org). Writing samples should reflect materials intended for a broad audience and be relevant to this position. The cover letter should tell us a little about yourself, your skills, and experience; specifically describe why you would be a good fit for this position; and outline your salary requirements. Please place "Director Position" in the subject line of your email. No phone calls or regular mail please.

PCH is an Equal Employment Opportunity Employer.