



**United Way  
of Greater New Haven**

## **Finance Director**

### **Diversity Matters at United Way**

Your perspective fuels our mission-driven work at United Way of Greater New Haven. We are committed to inclusion across race, gender, age, religion, identity, and experience.

### **Who We Are Looking For?**

Are you a finance professional with strong strategic thinking skills? Do you find joy in making systems run more effectively and efficiently? Are you interested in developing staff and consultants into a team with cutting-edge skills and a strong focus on customer service? If so, our Finance Director position may be perfect for you.

### **Position**

The Finance Director will play a critical role in partnering with the senior leadership team in financial management, systems development, and operations. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team of staff and consultants to support the following areas: accounting, business planning and budgeting, and IT.

This is a tremendous opportunity for an experienced leader to maximize and strengthen the internal systems and capacity of a well-respected, high-impact organization.

**Reporting Structure:** Reports to the President/CEO

### **Key Responsibilities**

- Produce monthly and annual financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; 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 President/CEO; 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.
- Update and implement all necessary business policies and accounting practices; improve the accounting department's overall policy and procedure manual.
- Effectively communicate critical financial matters to the President/CEO and board of directors.
- Act as a liaison for external relationships with accountants, auditors, banks, and other financial services.
- Play a key role in the transition to a new donor database and develop appropriate processes between fundraising and accounting staff for data conversion, data entry, and reporting.
- Manage external vendor relationships and contracts.
- Identify and analyze cost-reduction strategies (workflow efficiencies, vendor accounts, etc.) across the organization.
- Supervise a team of two FT employees and work with consultants in IT and HR.

## Qualifications

- Minimum of a Bachelor's degree.
- At least 7-10 years of overall professional experience; ideally six-plus years of broad financial management experience, with significant experience managing complex projects from start to finish.
- Knowledge of generally accepted accounting principles (GAAP).
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a division or significant program area.
- Ability to translate financial concepts to and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants management.
- Technology-savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting 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 multi-tasker with the ability to wear many hats in a fast-paced environment.
- A team player who inspires collaboration and functions decisively.
- Personal qualities of integrity, credibility, and dedication to the mission of UWGNH.

## Organization

Founded in 1920, United Way of Greater New Haven (UWGNH) brings people and organizations together to create solutions to our region's most pressing challenges in the areas of Education, Income, and Health. We tackle issues that cannot be solved by any one group working alone, building on our long history of partnerships and creative problem solving. For more information about us, visit [www.uwgnh.org](http://www.uwgnh.org).

Resumes and cover letters are to be sent to: [employment@uwgnh.org](mailto:employment@uwgnh.org)