



Community Health Action of Staten Island
Senior Vice President
of Accounting & Finance
Staten Island, NY



Background

Community Health Action of Staten Island (CHASI) drives dramatic improvements in the health of New Yorkers by feeding people who are hungry, healing families broken apart by violence, and bridging the gaps between people and the compassionate health care they deserve. CHASI serves the most vulnerable individuals, families, and communities with critical services and programs. CHASI provides outreach, education, prevention, and direct support services for populations most affected by health disparities – the poor and working poor, low-income people with chronic illnesses, persons with criminal justice involvement, substance users, domestic violence survivors, people of color, and the LGBTQ community.

Position

The SVP of Finance and Accounting reports to the Executive Director, with a dotted line to Sun River Regional CFO, and is responsible for directing and overseeing the day-to-day operations of CHASI's finance department. This position will directly supervise all employees of the department (A/P and payroll, fiscal analysts, and senior accountants).

The SVP will support the strategic growth of the department, manage and coach their team, and oversee all financial policies and procedures. They will prepare and oversee budgets for all funders (funding for the agency is largely government grants and contracts, with varying terms, regulations, and reporting requirements), and also manage the preparation and distribution of routine reports, including financial statements, cash flow analysis, and budget reports. This is a hands-on accounting role and requires strong experience in general ledger oversight and in management of complex government contracts.

The SVP will work closely with the Executive Director, Chief Program Officer and Chief Operating Officer to oversee appropriate allocations and tracking of contract expenditures, manage timely and accurate reporting to funders, and ensure compliance with CHASI's regulations, professional standards, and GAAP reporting guidelines.

Responsibilities

General Oversight

- Oversee the daily operations of the organization's Finance Department, which includes a \$12 million operating budget.
- Collaborate with executive team and program leads to align financial management with short- and long-term financial planning and projections.
- Mentor and develop a direct team of accounting, bookkeeping, billing, and payroll personnel, managing work priorities, performance, professional development, and the building of an effective team dynamic.

- Assess systems, policies and processes and oversee streamlining and optimization of organization-wide financial policies and procedures to increase efficiency across the organization.
- Engage other members of the Executive and Senior Leadership Team to facilitate cross-departmental collaboration that ensures that all financial management solutions positively support CHASI's evolving strategy, growth and program delivery.
- Maintain key banking and financing relationships.

Budget and Grant Management

- Collaborate with the Executive Director and Director of Budgeting and Contracts to prepare CHASI's annual operating budget.
- Oversee the general ledger, cash disbursements, cash receipts transactions for the organization, including monthly and annual close process.
- Prepare and oversee monthly grant reporting, including budget submissions to funding sources.
- Work closely with the Director of Budgeting and Contracts to manage the fiscal portion of a multitude of city, state, and federal contracts as well as foundation grants and individual donations.
- Prepare grant budgets, budget modifications, and reporting to funders in collaboration with program staff.
- Understand and ensure compliance with varying regulatory standards, accurate tracking of expenditures, timely submission of vouchers, drawdowns, invoices, and reports to funders and professional engagement with funders.
- Oversee and participate in the preparation of all cost reports to funders.
- In collaboration with the Executive Director, prepare and review monthly and/or quarterly budget-to-actual variance reports for each grant-funded program; present reports to senior staff and guide discussion and understanding of spending patterns. Make recommendations, as appropriate, regarding budget modifications. Prepare and submit budget modification requests, as needed.
- Prepare and file regulatory cost report to funding agencies and follow-up with desk audit and post submission reviews.

Fiscal Policy and Planning

- Participate in overall agency strategic planning as part of the agency's Executive Management team.
- In collaboration with the Executive Director and Sun River Regional Chief Financial Officer, formulate, recommend, and implement sound fiscal policies, procedures, and controls, and work with staff to ensure understanding and compliance.
- Serve as a fiscal liaison to the Human Resources department for the planning of all benefit programs.
- Ensure the organization's pension plan is in accordance with all rules and regulations.

Audits and Reports

- Prepare and analyze monthly fiscal reports, including GAAP financial statements, budget projections, cash flow analysis, and account aging reports for Board and management.
- Assist the parent corporation's accounting staff in preparing the annual consolidated financial statements as well as the A-133 audit. Provide documentation and schedules as required.
- Oversee fiscal audits conducted by external funders and regulatory agencies as they occur.

The above is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of the job it is not to be construed as an exhaustive statement of all the job functions.

Qualifications

- Master's Degree in accounting or designation as Certified Public Accountant, preferred but not required. Bachelor's degree in finance, accounting, or related field, required.
- At least 5 years of relevant nonprofit accounting experience in a government contracts-intensive accounting operation.
- Experience with budget preparation for federal, state, city, and foundation funding.
- Experience working with contracts from with NYS DOH, NYC DOHMH, PHS, DYCD and OASAS preferred.
- Proven track record of strong leadership and collaborative management skills. At least 3 years of experience supervising staff required.
- Proven understanding of how to collaborate with programmatic teams in order to manage financial systems that streamline processes to support the efforts of the entire workforce.
- Flexible and a self-starter; able to multitask while also being highly detail oriented.
- Clear oral and written communication skills.
- Demonstrated resourcefulness in setting priorities, guiding investment in people and systems, proposing new ways of creating efficiencies and shepherding change management across an organization.
- Experience with Paylocity and/or Coupa platform preferred.
- Proficiency with Microsoft Office Suite and general accounting software systems
- Demonstrated commitment to serving mission-driven organizations over long periods of time.

Compensation

Salary range is \$140,000–150,000 based on experience, plus generous benefits which include:

- 4–5 weeks of vacation plus 10 sick days, 2–4 personal days and 10 paid holidays
- Medical, Dental and Vision; Health & Dependent Care FSA; family planning, short term & long term disability
- Commuter plan; Tuition and fitness reimbursement
- 403b retirement plan with 3% match after 2 year of employment which increases biannually up to 10%

Please Note: As a public health organization, Community Health Action of Staten Island is now requiring all employees to be vaccinated against COVID-19 unless they have a qualified medical exemption; if selected for the role you must have at least one dose of the vaccine to begin employment.

CHASI is an equal opportunity employer and is committed to hiring and supporting a diverse staff. People of color, LGBTQ, women, and people with disabilities strongly encouraged to apply. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, genetic information, disability or marital status.

To apply to this position, please click [HERE](#).

Natalia Kepler, Senior Talent Consultant

Sterling Nelson, Talent Consultant

Sarah Skrovan, Senior Associate