

# Vice President of Finance

## Osborne Association

New York, NY

Salary: \$135,000-155,000

### The Organization

Osborne serves individuals, families, and communities affected by the criminal legal system. Founded by Thomas Mott Osborne, now considered the “pioneer and prophet of prison reform,” Osborne has a 90-year history of leadership in working with currently and formerly incarcerated adults, children, and their families.

Osborne is known for developing effective programs that offer a broad range of education, workforce, and treatment services to more than 10,000 people each year. As the oldest and most experienced organization in New York State serving people involved with the criminal legal system, Osborne operates at community sites in Brooklyn, the Bronx, Buffalo, Manhattan, and Newburgh, and in 30 correctional facilities across the state, offering opportunities for those most affected by the criminal legal system to heal, repair harm, and thrive. Osborne challenges systems rooted in racism and retribution and fights for policies and practices that promote true safety, justice, and liberation.

A trusted partner to city, state and federal agencies, foundations and other funders, and the nonprofit community, Osborne designs interventions that reduce reliance on law enforcement, courts, and incarceration, and provide opportunities for success. Committed to continuous and rigorous evaluation of its programs, Osborne has achieved recent outcomes including:

- 4,000+ people preparing for release have been enrolled each year in Osborne’s jail-based reentry programs, which comprise 20 different curriculum-based groups in five NYC jails.
- More than 90% of people placed through Osborne’s housing unit for people with HIV remain housed one year later. Osborne is partnering in the development of almost 200 units of permanent and transitional housing units for people released from incarceration.
- 78% of participants who completed our alternative to incarceration program had no new convictions after two years, compared with 63% of all successful discharges from area programs.
- Felony reconviction rates among participants in Osborne’s mentoring program for young adults on probation across NYC are 69 percent lower than those of a matched comparison group 12 months after beginning probation.

Osborne is guided by core values and shared beliefs: honor everyone's capacity to change, celebrate our shared humanity, unite in our pursuit of justice and equity, take all possible steps to keep our commitments and advocate for people and principles with fierce and tenacious determination.

For more information on Osborne Association, please visit <https://www.osborneny.org/>

### The Position

Reporting directly to the Chief Finance Officer, and with wide latitude for decision making, the VP of Finance oversees the organization’s accounting and financial administrative functions. The VP of Finances provides leadership and coordination of the financial planning, reporting, and budget management functions. Additionally, they lead operations of the general account department, accounts payable, accounts receivable, and investments as well as monitor agency cash flow and borrowings. This role additionally supervises director level staff with day-to-day responsibilities of management and purchasing.

### Strategic Leadership and Planning

- Partners with the CFO and the Senior Management team to drive growth/expansion strategy.
- Develops and oversees the implementation of long-term financial plans to achieve the agency's objectives.
- Formulates, recommends, and implements sound fiscal and administrative policies, procedures, and controls.
- Partners with the Data Analytics division to manage the budgets and spending of 50+ government contracts.

### Financial Management and Reporting

- Manages financial affairs and safeguards the assets of the agency. Regularly appraises and analyzes the organization's financial position in consultation with the agency's Controller. Generates, analyzes, and presents quarterly financial reports to management and the Board of Directors.
- Oversees the day-to-day accounting and finance functions.
- Management reporting, financial analysis (including budgeting, forecasting, and projections), general ledger, account reconciliations, AP, AR, coordinates the annual external audit with the external auditors, internal audits, payroll and cash management, and procurement.
- Manages cash flow, credit line borrowings, and relationships with banks.
- Provides quarterly reports to the Chief Program Officer and the Chief Housing Officer, VPs of Programs, and Program Directors on the budget to actual Program/contract results so programs can properly run and plan their programs.
- Provides quarterly reports to the Chief Administrative Officer, Admin VPs, and administrative division directors, the budget to actual results so admin operations can properly run and plan their operations.
- Works closely with the Director of FP&A to prepare the agency-wide budget and program-specific budgets.
- Works closely with the Revenue Director to ensure that all revenue is recorded timely, on a monthly basis.
- Works closely with the Revenue Director to monitor open invoices and accounts receivables to ensure timely payment to maintain cash flow.

### Team Leadership and Other Duties

- Manages and directs the work of the finance team members, including the Controller and accounting team.
- Attends assigned trainings.
- Perform other duties as assigned.

### Minimum Qualifications

- Bachelor's Degree in Accounting, Finance, or Business Administration is required. Masters in Business Administration and/or Certified Public Accountant strongly preferred.
- Demonstrated proficiency with Microsoft Excel and extensive accounting software experience.
- A minimum of five to seven years experience which must include experience in public accounting, handling nonprofit clients, or a mix of public accounting and nonprofit organization experience.
- Experience supervising an accounting team is required.
- Excellent professional written and verbal communication skills.
- Government contracts experience is a must.

### Key Competencies

- Ability to learn and work independently as well as in a team-based environment.
- Attention to detail, reliability, good time management skills, and good organizational and computer skills.
- Comprehensive knowledge of non-profit accounting standards and issues as well as an understanding of nonprofit tax issues in a government-funded environment.
- Familiar with Federal, State, and City contracts and various reporting systems for invoicing (Grants Gateway, Passport).
- A service mentality to non-finance departments.
- Strong leadership, technology, and analytical skills.
- Ability to communicate and work effectively with Executive Management, Board of Directors, and outside contacts.
- Ability to direct the agency's administrative, purchasing, and office management functions.
- Ability to travel locally
- Remote work is available with an expectation that occasionally the need to come to the office

## WHO WE ARE

### Work Environment

Osborne has a hybrid work environment where all staff work onsite two days a week and from home three days a week.

Osborne is an EEO/Affirmative Action employer and a VEVRAA Federal Contractor. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, unemployment status, or any other protected category. Osborne takes affirmative action in support of its policy to advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

The agency is an NYC contractor and provides services to facilities upstate, therefore we adhere to all state and city COVID-19 vaccine mandates. With the exception of an approved exemption/accommodation, effective December 1, 2021, all staff must be fully vaccinated and provide proof of vaccination.

## COMPENSATION AND BENEFITS

### Salary

\$135,000-\$155,000

### Benefits

- Generous low-cost medical, dental, and vision
- Short-term and long-term disability options and life insurance equivalent to your salary
- Employer-sponsored health spending account with eligible plans
- 20 days paid vacation(increases over time), 3 days of personal time and 12 sick days
- Flexible work schedule
- Tuition reimbursement
- 403b plan with 3-6% of your salary in company matching funds
- Career development through ongoing training and individual development plans

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above.

**Lori Clement**  
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[Submit an application](#)