Director of Finance and Controller

The Fresh Air Fund

Hybrid/New York City

Salary: $135,000-$145,000

Background

The Organization

Since 1877, The Fresh Air Fund (Fresh Air) has been a leading youth development organization providing transformative opportunities for children and young adults from New York City's underserved communities. Rooted in the belief that access to nature and outdoor experiences can change lives, Fresh Air connects young people to the outdoors while providing opportunities for personal growth, leadership development and exploration. Through free summer camp and year-round leadership development, educational enrichment and career exploration programs, Fresh Air helps young people develop the skills, confidence and connections they need to thrive.

Serving more than 1.8 million children throughout its history, Fresh Air remains committed to expanding access to life-changing experiences that empower young people to reach their full potential. At Fresh Air, employees are driven by purpose, collaboration and a shared commitment to creating opportunities that help young people succeed.

The Position

The Director of Finance/Controller is a critical member of Fresh Air's finance team and is responsible for the daily processing of financial transactions flowing from and to the Finance office, which includes, but is not limited to, accounts payable, payroll, accounts receivable, and cash control. This position will perform analysis of the general ledger and internal and external reporting, manage monthly closings, and prepare department revenue and expense statements. This position is at-will and based in our New York City office and reports to the Chief Financial and Administrative Officer.

Role Overview

Responsibilities

- Oversee and manage all budgeting, forecasting, accounting, and finance activities for the organization.
- Review and ensure the accuracy of all journal entries.
- Oversee the preparation of agency's monthly cash requirement reports.
- Supervise accounts payable processing and cash disbursements.
- Interface with external auditors to facilitate annual financial audit and pension audit.
- Coordinate the preparation of the Form 990 tax return,
- Coordinate all relevant financial reports and data to maintain compliance with grant audits.
- Develop and prepare organizational reports for leaders across the organization, ensure information flows efficiently to departments.
- Collaborate with department leaders to ensure comprehensive understanding of financial reports. Coach leaders who are unfamiliar with budgeting and financial planning.
- Serve as administrator and point person for the organization's accounting and financial systems including Sage Intacct, Bill.com, and Divvy.
- Evaluate workflows, processes, procedures, and systems to ensure effectiveness and with an eye towards continuous improvement.
- Review and monitor balance sheet accounts, including analysis of Trial Balance/General Ledger and perform adjustments monthly.
- Review monthly allocation entries, prepaid entries, reconciliations and fixed assets schedules
- Ensure that the Accounting and Financial policies & procedures are being followed.
- Ensure compliance with GAAP and accounting standards, as well as client contracts and agreements.
- Work closely with the CFAO in preparing requested financial reports for internal and external stakeholders.
- Manage the registration and billing of the organization's governmental contracts.
- Other responsibilities as assigned.

The Ideal Candidate

The ideal candidate for the Director of Finance and Controller position possesses the following competencies:

Financial Acumen

Interpreting and applying understanding of key financial indicators to make better decisions.

Manages Workflow

Providing direction, delegating, and removing obstacles to get work done.

Drives Results

Consistently achieving results, even under tough circumstances.

Communicates Effectively

Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Stakeholder Focus

Building strong stakeholder relationships and delivering targeted solutions.

Operational Insight

Applying knowledge of business and the operating environment to advance the organization's goals.

Additional Qualifications

- Minimum 8 years of progressive experience in accounting and finance, including staff supervision and development.
- Experience developing and utilizing financial and operating metrics and reports to guide organizational performance.
- Strong knowledge of not-for-profit accounting practices and regulations and financial reporting.
- Experience with both external and internal audit practices.
- Strong experience with all aspects of accounting including general ledger, accounts payable, accounts receivable, payroll, income tax, and banking procedures.
- Demonstrated expertise using Sage Intacct a must, experience with Sage Intacct Planning, Martus, or similar forecasting and budgeting systems is a plus.
- Excellent communication skills, written and oral, with a broad range of constituents.
- A motivated self-starter, someone who takes initiative and isn't afraid to dive into the details.
- A coaching and teaching mindset, especially when working with non-finance leaders.
- Great interest in joining a youth development organization and supporting Fresh Air's mission and vision.
- As part of our commitment to maintaining a safe and healthy workplace, Fresh Air requires all employees to meet applicable vaccination requirements in accordance with federal, state, and local laws. As new public health issues arise, Fresh Air may require additional vaccinations. Proof of vaccination or an approved exemption will be required as a condition of employment, if applicable.

the Fresh Air fund
because a summer can last a lifetime™

Who We Are

Work Environment

This at-will position is full-time, based in our New York City office, and currently requires three days a week in the office. Fresh Air offices are open and available all week, and all employees are permitted and encouraged to come to the office to work. Fresh Air may modify its remote work policy generally or with respect to any position at any time.

Our Commitment to Diversity, Equity, & Inclusion

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.

Compensation and Benefits

Salary

$135,000-$145,000

Benefits

The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, commuter benefits, and employer and employee retirement contribution 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. If you are selected to move forward for an initial screening call, we expect you to hear from us by December.

Recruitment Fraud Notice: *DRG is the exclusive partner for this search. Legitimate communications will come directly from DRG using @drgconsulting.com email addresses or their LinkedIn profiles. If you are unsure whether a communication is authentic, please contact the consultant(s) listed in this posting.*

Sterling Nelson
Consultant
snelson@drgconsulting.com

Sarah Raful Whinston
Partner
swhinston@drgconsulting.com

Submit an application

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