



**JOB TITLE:** Director of Finance

**JOB TYPE:** Full-Time, Salaried

**SUPERVISOR:** Chief Operating Officer

**DIRECT REPORTS:** Finance Manager

**GENERAL DESCRIPTION:**

Row New York ([www.rownewyork.org](http://www.rownewyork.org)) is a unique non-profit organization which transforms the lives of New Yorkers, regardless of ability or background, through the discipline of rowing combined with comprehensive academic support. Our student-athlete population reflects enormous ethnic and racial diversity, as well as the mutually beneficial integration of teens from varying socioeconomic backgrounds. Our free and low-cost programs serve over 2,000 young people annually, empowering them to build strength, gain confidence, and pursue excellence through intensive rowing and academic programming. We also offer para-rowing for youth and adults with disabilities, summer camps, fitness classes, adult rowing instruction from introductory to competitive levels, and corporate team-building workshops.

Currently, we row out of three boathouses: the Peter Jay Sharp Boathouse on the Harlem River in upper Manhattan, the World's Fair Boathouse on Meadow Lake in Flushing Meadows Corona Park, Queens, and Paerdegat Basin in the Canarsie section of Brooklyn. Our main office is located in Midtown Manhattan.

Please note: This position will be based in our Midtown office.

**POSITION SUMMARY:**

The Director of Finance will have overall financial management responsibility including the review and approval of monthly, quarterly, and annual financial reporting materials and metrics for the ED and board of directors. She or he will oversee budgeting, financial forecasting, cash flow, and coordination of audit activities, as well as accounts payable and receivable. The ideal candidate will not only be able to reconcile financial activities but should also be skilled at capturing key data and processes in order to demonstrate the relationship between Row New York's goals and resulting fundraising needs.

**MAIN RESPONSIBILITIES:**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements
- Oversee all financial, project/program, and grant 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 COO;



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.
- Implement a robust 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 the critical financial matters to the board of directors.
- Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.

#### **QUALIFICATIONS:**

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad non-profit financial management experience
- Commitment to the mission of RNY and the spirit of sports based youth development
- A sense of humor, tolerance for change, and a demonstrated ability to create a positive culture and sense of empowerment for staff
- 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, and has preferably overseen a human resources function previously
- 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 overseeing software installations and managing relationships with software vendors
- Knowledge of accounting and reporting software; experience with Fund E-Z a plus
- Personal qualities of integrity, credibility, and dedication to the mission of Row New York
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting

#### **COMPENSATION AND BENEFITS:**

Row New York is committed to creating a culture that is supportive of learning, growth, and staff development. Our investment in staff includes:

- Competitive salary commensurate with experience
- 401(k) plan
- Health, dental, and life insurance
- Generous paid time off and holidays

#### **TO APPLY:**

Submit cover letter, resume, and references to [careers@rownewyork.org](mailto:careers@rownewyork.org) with "Director of Finance Application" in subject line. Only applicants asked to interview will be contacted. No phone calls, please.

*Row New York is an equal opportunity employer.*

