



**Nationalities  
Service Center**

## **POSITION ANNOUNCEMENT DIRECTOR OF FINANCE AND ACCOUNTING**

### **ORGANIZATION BACKGROUND**

For 100 years Nationalities Service Center (NSC) has welcomed people from around the globe who seek refuge, hope and opportunity in the Greater Philadelphia area. Our mission is to empower immigrants and refugees to thrive in our communities and pursue a just future. With breadth and depth of professional services, NSC delivers a 360° experience from early pathways to stability towards long term economic mobility. Our comprehensive and integrated services include housing and community resettlement for refugees, asylees, and victims of trafficking/torture; English language classes; legal protections and remedies; health and wellness; job readiness training and employment placement. Each year NSC serves around 5,000 individuals from 110 countries.

As a 501(c)(3), NSC currently has 100+ full-time and part-time employees. Our revenue mix includes public grants and contracts, foundation grants, individual donations, fee for service, corporate sponsorships, and earned revenue. headquartered in Center City, Philadelphia, PA, we are currently operating on a hybrid remote/office schedule.

Employment at NSC means joining a resilient, motivated, and global team committed to fulfilling our mission and being ready to stand with immigrants and refugees. We believe it's important to cultivate a team that is reflective of the communities we serve, and highly encourage individuals from diverse and global backgrounds to apply.

### **POSITION SUMMARY**

Reporting to the Executive Director, the **Director of Finance and Accounting** leads all aspects of NSC's finance and accounting functions. A member of the management team, the Director will work closely with the Executive Director, Board of Trustees and Committees of the Board, as well as fellow NSC management team members on financial performance and supervise at least two staff and two outside vendors who support the following areas: accounts receivable, accounts payable, general ledger, audits, financial reporting, budgeting, and data quality and compliance. The person in this position will also manage relationships with outside counsel, financial advisors, banks, and an audit firm.

## KEY RESPONSIBILITIES

### Financial Planning: Strategy and Budget

1. Serve as a trusted partner to the Executive Director in developing and monitoring the financial strategy and plans to advance the organization's mission and sustainability. Work closely with senior management to perform analysis and provide strategic insights as to the effectiveness and quality of the organization's financial performance and operations. Establish key performance indicators (KPIs and scorecards) to monitor financial progress.
2. Build strong working relationships with members of the Board of Trustees – particularly leaders and members of the finance and audit committees.
3. Oversee and direct the preparation of the annual budget and implementation of financial plans and annual budgets for each department.
4. Develop and manage cash strategy and support the board's efforts to set investment strategy.
5. Develop multi-year budgets; forecast revenue, expense, and cash flow,

### Financial Operations: Accounting and Finance Functions

6. Oversee all accounting and finance functions of the organization, including completion of monthly closing process and preparation of related financial reports and cash flow analyses.
7. Assess the timeliness and accuracy of tasks performed by staff and vendors and monitor process, progress, and results.
8. Ensure all fiscal practices meet the highest standard of integrity and comply with GAAP, FASB, and industry standards.
9. Review existing, formalize, and implement financial policies and procedures that maintain an effective internal control environment with proper segregation of duties.
10. Continually work toward promotion of efficiency and effectiveness of all finance functions via process and workflow improvements; including investment in and implementation of technology to streamline NSC's finance and accounting functions.
11. With support from the Executive Director as needed, negotiate, and manage all banking and vendor relationships and asset and contract management.
12. As needed work with the board to update and maintain investment policy.
13. Lead annual audit preparation, liaise during all audit phases, and manage preparation of annual form 990. Manage and maintain effective relationships with external auditors, strategic partners, vendors, and others.
14. Manage renewal negotiation for federal indirect cost allocation Ensure accurate and timely completion of annual renewal for PA's Charitable Organization Registration Statement BCO-10; sales tax exemption; and other related financial registrations.

15. Manage risk management related contracts, including general liability, Directors & Officers liability insurance, legal malpractice, certificates of insurance and riders.
16. Provide accounting and financial related assistance to other departments, including participation in training staff on fiscal procedures and budget management as needed.
17. Ensure all financial issues are accurately tracked and resolved.
18. Participate in RFP process for financial matters and evaluates bids on purchasing decisions.

### **Financial Monitoring: Analysis and Reporting**

19. Produce and analyze financial statements and communicate trends and emerging issues as necessary.
20. Analyze budget variances and work across departments to address any significant differences and develop forecasts.
21. Develop sophisticated reporting (narratives, financials, dashboards, etc.) to communicate financial results and trends.
22. Provide regular updates to various internal and external stakeholders on all finance functions and activities, including attendance and presentations at staff meetings, Board meetings, Board committee meetings, and funder meetings.
23. Conduct multi-year and project-specific analyses to inform future planning and strategies, incorporating scenario planning.

### **REQUIRED SKILLS AND EXPERIENCE**

- 8-10 years of financial management and accounting experience including relevant, progressive work experience in a nonprofit setting. Demonstrated knowledge of GAAP for nonprofit accounting, financial reporting, investments, audit, tax requirements for exempt organizations, internal controls, risk management, data analytics, long-range planning and budgeting.
- Bachelor's degree in accounting or equivalent degree required; CPA, CMA, or MBA preferred
- Experience with reporting and accounting for federal grants helpful.
- Experience with finance and accounting software packages; experience managing implementation of new systems and software preferred.
- Demonstrated leadership ability, high-performance team management, strong interpersonal skills, and sound judgment.
- Excellent analytic and abstract reasoning, problem-solving and organizational skills.
- Self-starter who demonstrates the highest standards of integrity.
- Experience managing a high volume of work with efficiency, asks for help and clarification when needed. Able to juggle competing demands and prioritize without sacrificing quality.
- Clear written and verbal communication - communicates well with others, including sharing context and asking questions to understand others' perspectives. Takes pride in providing clear, helpful information.

- Attention to detail: Notices and fixes errors that others might overlook.
- Self-awareness and emotional intelligence: Ability to hear, reflect, act on, and learn from feedback and willingness to give feedback to others.
- Relationship building and reliability - welcomes feedback and can adapt to new ideas and priorities. Builds authentic relationships across lines of difference, such as race, ethnicity, sexual orientation, class, ability, gender identity, citizenship status, or other identities.
- Dedication to NSC's mission, including a desire to advance all aspects of the strategic plan. Cultural competence and commitment to diversity, equity, and inclusion

## **LOCATION AND HOURS**

This is a full-time, in-person position based in our Philadelphia office with potential for hybrid work as team needs allow. Our regular hours are Monday to Friday, 9:00 am to 5:00 pm, and this position requires working occasional evenings and weekends. We have COVID-19 safety protocols in place, and we revisit and update them in accordance with city, state, and federal guidelines.

## **COMPENSATION**

The salary is highly competitive and commensurate with experience. The benefits package includes generous vacation and sick leave; paid sabbatical leave; summer hours; 76.52% employer-paid health, dental, and vision coverage, short-term disability, long-term disability, life insurance, 403(b) with an employer match.

## **HOW TO APPLY**

Please complete the online application by going to this link - <https://nscphila.org/about-us/careers>. The deadline to apply is Monday, November 21, 2022.