



**Full-Time Position – Immediate Availability**  
**CHIEF FINANCE & ADMINISTRATION OFFICER**

*NYDIS is a 501(c)(3) non-profit faith-based federation of faith communities, human services providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City.*

Reporting to the Executive Vice-President (EVP), the CFAO will manage effective financial systems and contract/grant compliance, including financial, accounting, legal, information technology (IT), human resources (HR), and office administration functions.

**Responsibilities include:**

- Collaborate with the EVP to manage NYDIS' finances and administration
- Supervise the work of NYDIS' finance staff
- Manage accounting, compliance and reporting for NYDIS' grants and contracts
- Direct staff responsible for accounts receivable and payable
- Regularly provide budget and cash flow reports for the executive and program staff
- Execute regular reconciliations for NYDIS banking and credit card accounts
- Coordinate budgeting and program funding with program directors
- Manage all payroll, benefits and HR functions
- Prepare monthly financial reports for executive staff and board of directors
- Coordinate with funders and auditors to prep financials for reporting and tax documents/audit

**Qualifications include:**

- Experienced in working with and managing city contract financials and reporting
- Expert in Quickbooks, and non-profit financial management
- Payroll and HR management experience.
- Exceptional communication and interpersonal skills, in person and on the phone
- Proficiency in grant and contract report writing
- Highly organized and detail-oriented
- Positive energy and ability to work collaboratively with a small staff
- Experience working with non-profits and/or religious institutions (preferred)

**Education and/or Experience:**

- Bachelor's degree required
- 3-5 years' senior management experience in non-profit finance

Salary range starts at \$85,000 and is commensurate with experience - with excellent benefits.

**POSITION IS FUNDED BY A ONE-YEAR GOVERNMENT CONTRACT – EXTENSION ANTICIPATED**

**No Phone Calls**

**Send Cover Letter & Resume to [office@nydis.org](mailto:office@nydis.org)**

*All qualified candidates should apply; candidates from ethnic and religious minorities are strongly encouraged to apply. NYDIS does not discriminate against any individual or group for reasons of age, color, creed, culture, gender, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.*