



Voces Latinas Job Description

POSITION: Director of Finance/ Fiscal Director – Full-Time Hybrid Work Model

SALARY: \$95K - \$110K

REPORTS TO: CEO

MISSION

Originating as a woman's volunteer organization, Voces Latinas was founded in 2003 with the mission to reduce the rate of HIV transmission and violence among immigrants Latinas by empowering, educating, and providing leadership trainings enabling them to use their voice and make healthier decisions for themselves and their families. Our reach expanded in 2011 to include all immigrant Latine groups including LGBTQ, day laborers, sex workers, undocumented, and other sub-populations often gone invisible yet also impacted by HIV and violence. As a direct services agency, Voces Latinas provides culturally responsive services that address immediate needs including intimate partner and gender-based violence, mental health issues, healthcare access, and HIV/STI prevention. Voces Latinas is unique in how we address the social determinants of health experienced by immigrant Latine including oppression, poverty, discrimination, threat of deportation, interpersonal violence, sexual violence, and survival sex. Our expertise lies in our identification and understanding of the immigrant experience and the barriers that come along with such an experience.

Voces Latinas reaches immigrant Latines each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latine women; supportive case management and individual counseling for Latines who are at vulnerable or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latines; community mobilization project which involves partnering with local businesses.

Voces Latinas seeks a highly skilled Director of Finance to help all aspects of the business functions of the organization. This position requires timely, accurate and efficient delivery of accounting and reporting to provide insight to the Executive Director and Board of Directors on forecasting, budgeting and financial performance. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities, having an understanding of public health issues and in-depth knowledge of governmental grants management.

ESSENTIAL DUTIES/RESPONSIBILITIES

Accounting & Finance

- Oversee the day-to-day fiscal operations for the organization's government/philanthropic grants and donations, general ledger, and fiscal systems
- Ensure accounting records, fiscal practices, and financial reporting follow generally accepted accounting principles (GAAP), funder compliance requirements and the organization's policies and procedures
- Develop program budgets for new grant proposals and renewing awards that supports organizational and program cost; work with CEO to submit budget modifications to funders that align with emerging needs and priorities
- Develop and maintain allocation methodology for personnel and shared costs, review and improve methodology on a regular basis
- Oversee timely and accurate grant reporting to federal, city and private funding entities

- Initiate quality assurance and improvement systems to monitor and track grant requirements and deliverables
- Support fiscal staff in responding to funder audit requests
- Strengthen internal control practices to safeguard organization's assets and support fiscal and program infrastructure
- Prepare monthly fiscal summary reports for Executive Director and Board of Directors
- Provide supervision, training and mentoring to junior level finance staff
- Other duties as necessary

Payroll

- Oversee processing of the semi-monthly payroll; review and approve data changes to ensure accuracy before final processing
- Work with payroll provider, HR/Operations Director, and staff to develop guidelines and procedures to improve end-to-end process

Budgeting & Reporting

- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review budget vs. actuals reporting to monitor progress and changes
- Analyze financial data and present financial reports in an accurate and timely manner, clearly communicate and keep the CEO abreast of the organization's financial status
- In collaboration with the CEO manage the organization's cash flow and forecasting and cash management solutions

Audit & Risk Management

- Coordinate and lead the annual independent financial audit process to include supporting the completion of the Single Audit, Form 990, and NYS CHAR500
- Serve as the primary point of contact during the audit process and liaise with the external auditors and the finance committee; assess any changes necessary
- Manage and coordinate the provision of schedules, work papers and other information requested by the external auditors to successfully complete the audit
- Develop internal practices to assess the effectiveness of internal controls and identify areas of risk

Qualifications:

- Bachelors in Accounting with demonstrated 5 years of work experience in not-for-profit grants and contract management.
- Excellent organizational skills and ability to manage multiple complex projects concurrently, ability to meet deadlines, and ability to work independently or collaboratively and delegate effectively
- Exhibit substantial managerial and supervisory experience and the ability to effectively mentor, train and supervise the work of others
- Organizational and managerial capacity to operate and direct a growing grants and contracts portfolio
- Capacity to identify new funding priorities and strategies to effectively support proposals for new funding
- Experience and interpersonal skills to effectively support program staff
- Cultural sensitivity and commitment to the highest standards of professionalism and integrity
- Excellent verbal communication skills and ability to write in grant vernacular
- Ability to establish and maintain effective working relationships and communicate with funders and Voces Latinas leadership and staff.
- Familiar with QuickBooks Premier Edition

Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex people, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

Please send cover letter and resume to:

Lissette Marrero, MSW – Human Resources at lmarrero@voceslatinas.org