



Finance Coordinator

The Network is the statewide association of more than 250 nonprofit community development corporations, individuals and other organizations working to promote affordable housing, economic opportunity, neighborhood revitalization and social justice in New Jersey. Our staff works to assure that CDCs and community residents have the tools they need — knowledge, support and resources — to rejuvenate their neighborhoods, build strong organizations and improve their lives. The Network believes that community development must engage residents fully in the building and rebuilding of their communities, and that community-based nonprofit development corporations are an essential part in that process.

Under the direction of the VP/COO, the Finance Coordinator works closely with other Network staff to strengthen the capacity of our member and partner organizations. This position requires attention to addressing and complying with regulations, donor requirements, generally accepted principals related to financial and administrative management. In addition s/he will demonstrate strong self-motivation and work ethic.

Responsibilities:

- Manage all financial functions of the Network including accounts payable, account receivable, payroll, petty cash, inventory tracking, tracking payments against grants and contracts, and ensuring adequate internal control
- Prepare and monitor organizational revenue and expense budget and project budgets as needed
- Coordinate or prepare all Network internal and external financial reporting
- Monitor procurement of goods and services, and monitor compliance with contracts
- Oversee the financial accounting for properties and other assets (capital or financial) owned and managed by the Network
- Responsible for preparation of regular cash flow analyses
- Design and manage implementation of financial and administrative systems as may be needed to support the work of the Network and its members
- Monitor grant payments, accounts receivable and other revenue sources
- Coordinate audit by independent accountants
- Evaluate and select financial software
- Ensure legal and audit reviews for compliance with tax-exempt-organization laws and regulations
- Recommend continual cost saving and revenue generation measures
- Oversee health benefits administration functions
- Coordinate other special projects as needed

EXPERIENCE/QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or equivalent degree/experience required
- At least seven years' experience in Accounting or Finance with experience in non-profit finance management.
- Strong strategic thinking and analytical ability.
- Demonstrated ability to work independently, be accountable and manage multiple projects, while being a strong team player.
- Excellent analytical, writing, and communication skills; attention to detail; ability to interact comfortably with diverse audiences
- Strong organizational and administrative skills.
- Valid driver's license, insurance and vehicle required

COMPETITIVE SALARY & BENEFITS:

The Network offers a competitive compensation package.

TO APPLY: Please submit resume and cover letter via email to Human Resources, human.resources@hcdnnj.org, Housing & Community Development Network of New Jersey, 145 West Hanover Street, Trenton, New Jersey 08618.

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