



GENERATION CITIZEN
ASSOCIATE DIRECTOR, FINANCE
Location: New York City (currently remote)

ABOUT THE ROLE:

The primary role of the Associate Director, Finance is to oversee and manage financial planning and management for GC. The Associate Director, Finance will manage budget creation and management for the organization, work with the COO and Talent Manager to ensure strong financial planning for organizational strategy and talent, and oversee revenue and expense tracking and reconciliation, including the annual audit. The ideal candidate is an experienced financial professional with expertise in nonprofit accounting and systems management, who can also translate finance into business and program needs for a wider audience. This person will be a key leader on our national Operations Team, will manage the Staff Accountant, and will report to the COO.

RESPONSIBILITIES:

Budgeting and Grants Management (40%)

- Lead annual organizational budget development with oversight from COO, working closely with budget owners to ensure organizational commitments and departmental planning are accurately represented
- Lead budget re-forecasts and financial contingency scenario modeling, as necessary, in partnership with COO
- Lead grant budget creation for organization, working with fundraisers to ensure that grant budgets match current allocation of expenses and fit within organizational budget and priorities.
- Oversee tracking of all restricted funds for the organization and alignment with grant budgets and reports in compliance with fiscal policies

Accounting (40%)

- Ensure accurate expense and revenue tracking through oversight of Staff Accountant on monthly and year-end financial close
- Manage annual audit and 990 filing with support from Staff Accountant
- Oversee accounts payable and accounts receivable, ensuring financial controls and approval for all payments

Financial Planning (20%)

- Model financial scenarios and make recommendations to meet annual financial goals
- Provide appropriate financial reports and report out on financial progress to Board Finance Committee, leadership and full staff
- Manage financial institutional relationships and banking in alignment with these long-term financial goals
- Develop and refine financial policies and controls to meet these objectives and comply with GAAP and additional state and federal regulations



QUALIFICATIONS:

- 5+ years of relevant professional experience, including accounting and financial modeling experience, preferably within the nonprofit sector
- Experience working with restricted funding and grant budgets (preferred)
- Experience managing people (preferred)
- While all GC teammates are currently working remotely, we hope for this person to be based in New York City, with an ability to commute to our office in lower Manhattan once re-opened

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- Strong written and oral communication skills and ability to maintain professionalism with diverse stakeholders
- Ability to translate finance concepts for a non-finance audience
- Experience managing complex processes with a high degree of accuracy
- Experience problem-solving and managing multiple work streams simultaneously in a fast-paced environment
- Process-oriented and capable of creating strong systems
- Commitment to handling confidential financial and employee information in a discreet and non-judgmental manner
- Commitment to diversity, equity, and inclusion especially as it relates to supporting equitable and inclusive organizational operations
- Intermediate Microsoft Excel skills

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The Talent Manager will reach out to qualified candidates to schedule a phone screen. **We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Associate Director, Finance in seat by **mid-June**. We encourage applicants to submit their applications early.