



Position Title: Finance Director (Part Time)

About Children First

Children First (formerly Public Citizens for Children & Youth, PCCY) is a private nonprofit organization dedicated to improving the lives of children through thoughtful and informed advocacy. We are a fast-paced child advocacy organization that uses research, people power, and coalition building to create the momentum for reform of public policies that enable more children to grow up healthy, well-educated, and ready to take the reins of their communities.

Position Summary

We are seeking a talented non-profit financial professional to work part-time and support the activities of our growing and dynamic organization.

Key Duties:

- Prepare all financial reports, including but not limited to income statements, balance sheets, bank reconciliations, and tax payments.
- Prepare monthly financial reports for the Executive Director and Board.
- Regularly review all financial processes necessary to ensure accurate reporting. Oversee, evaluate and improve Children First's financial functions/systems and financial performance.
- Monitor the cash flow projection process and reporting.
- Complete financial reports for grant applications and grant reports.
- Prepare regular reports to the Executive Director that analyze financial activities, tracking revenues and expenses to the budget, and provide strategic financial leadership so that operations remain within budget, avoid deficits, and use opportunistic revenues appropriately, in tandem with the Executive Director, Treasurer, and members of the Finance Committee of the Board of Directors.
- Coordinate the annual budgeting process in collaboration with the Executive Director, Leadership Team, and Finance Committee of the Board. Continually improve the budgeting process by educating staff on financial issues impacting their budgets.
- Participate in developing new programs as a strategic partner by working with program staff to develop effective budgets for grant proposals.
- Oversee the Finance and Human Resources Administrator's accounting functions, including but not limited to general ledger, accounts payable, and payroll.
- Coordinate with Deputy Director on contract management, budget monitoring, accounts payable, and related financial tasks.
- Where necessary, develop and update financial policies and procedures that improve Children First's overall operation and effectiveness.
- Monitor the investment of reserves and restricted revenues.
- Manage the annual audit and ensure its completion, and that the 990 is filed on a timely basis.
- Ensure the maintenance of high quality, comprehensive levels of liability, and other required insurance in the most cost-efficient manner possible. Conduct yearly analyses of insurance levels and coverage to ensure adequacy and cost containment.

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Web: childrenfirstpa.org
Social: [childrenfirstpa](https://www.facebook.com/childrenfirstpa)

Qualifications, Education, Experience & Skills:

- Bachelor's degree in Accounting.
- Ten years of experience in fiscal management, some of which is in the non-profit sector for organizations with a budget of at least \$5 million.
- Experience with the financial management of multi-year grants and other restricted revenues.
- At least five years of supervisory experience.

Important Skills:

- Excellent analytical and problem solving skills
- Detail oriented
- Ability to prioritize and manage multiple projects
- Ability to work independently and with others and be a team player
- Self-starter that checks in and collaborates
- Works well under pressure
- Proficiency with Excel, QuickBooks and institutional financial management platforms

Location: Candidates should be local to the Philadelphia, Pennsylvania area or willing to relocate. This is a hybrid position requiring one full day in the office per week in addition to periodic in person meetings.

Reports To: Executive Director

Salary: commensurate with experience

Apply: Resume and cover letter to info@childrenfirstpa.org.