

Deputy Director, Administration and Finance

New York Harm Reduction Educators, Inc (NYHRE) is New York's largest syringe exchange program. NYHRE provides integrated health and social services to marginalized, low-income substance users utilizing a grass roots harm reduction approach. Legally constituted in 1992, we serve over 5,000 people each year in the Bronx and East Harlem using a unique street-side, low-threshold service delivery model. Mobile units and tents are set up where high-risk behaviors take place and services are delivered right on the streets in a non-judgmental, non-coercive manner by culturally sensitive staff. Services are also offered at two storefront offices, one in the South Bronx and one in East Harlem.

Position Summary:

The Deputy Director, Administration and Finance (DDAF) oversees all aspects of the administration and financial operations of the agency. The DDAF serves as the chief financial officer and is responsible for financial reporting and ensuring the fiscal health of the agency. The position is responsible for developing and implementing all administrative and financial controls to ensure high quality services are delivered to our participants and the financial operations and ensuing reports fairly present the agency's financial position and results of operations in accordance with generally accepted accounting principles and in compliance with grants requirements. As a member of the Executive Management Team (EMT), this position is key to ensuring that NYHRE operates in a manner consistent with the principles of Harm Reduction and respects and values the cultural orientation of the population we serve. The DDAF together with other appropriate officers is also responsible for modeling behavior consistent with an agency culture that values education, growth and collaborative team-based management.

Responsibilities:

Leadership

- Serve as a member of the agency's Executive Management Team (EMT), participating in the development and implementation of overall policies, long-range planning, and daily operational goals and objectives.
- Direct and manage finance, operations, human resources and IT personnel including goal development, progress reviews, and remuneration.
- Work with the EMT to identify knowledge gaps and staff training needs. Work with the Deputy Director of Programs to create and implement a comprehensive staff development program.

Finance and Grants Management

- Develop and implement financial policies and procedures for accounting, budgeting, purchasing and other disbursements and ensure best practices are followed.
- Direct all financial functions including: accounting, accounts receivable, accounts payable, budgets, fixed assets, cash management, financial planning, banking relationships, and required reporting.
- Coordinate the development of the annual operating budget, individual program budgets, and budget modifications with the Deputy Director of Programs, the Program Directors, and the finance team and present recommendations to the Executive Director and Board of Directors.
- Guide documentation of financial activities and preparation of the required information and documentation for annual audits to be performed by independent Auditors, and grantors' designated auditors plus document business and financial plans for funding agencies.
- Ensure that monthly financial and operational reports are prepared on time and reviewed with Executive Director and Board of Directors. Monthly reports will include Income and Expense, Balance Sheet, Program Income and Expense Reports and Cash Flow statements as necessary.
- Work with the Executive Director and the Grants Manager to ensure an effective system of grant administration and management, including the appropriate income and expense allocations. Approve vouchers and review performance reports with the EMT. Manage flow of funds with respect to program deliverables.

- Pursue funding opportunities in collaboration with the EMT. Produce all necessary financial documents for applications.

Operations and Facilities Management

- Develop and implement controls, systems and procedures for effective operations, communication and timely monitoring and reporting consistent with agency vision and goals and contract requirements.
- Ensure proper operating environment at all office sites, including security, maintenance and adequate space and resources. Work with the Deputy Director, Programs to ensure proper operating environment at all mobile sites.
- Manage relationships with external entities including banks, insurance carriers, auditors and payroll providers.
- Identify IT needs and work with the IT Consultant to ensure adequate IT capacity and training.

Human Resources

- Establish and monitor personnel policies and procedures to reduce risk and ensure overall compliance. Facilitate communication between administration and program units when necessary.
- Direct the Operations/HR Manager in the development of an employee manual based on operating policies and procedures, a comprehensive set of orientation tools and an effective ongoing dissemination strategy.
- Identify and monitor NYHRE's benefits program. Ensure staff receives a competitive benefits package at an affordable rate.
- Oversee any legal matters arising from personnel decisions.

Requirements and Experience:

- Masters degree from an accredited university in public administration, business administration, finance, public policy or a related field preferred.
- Minimum of five years management experience in the non-profit sector, including three years senior-level supervisory experience. Experience in grass-roots CBOs working within a harm reduction or social justice framework preferred.
- Must know and be committed to the Harm Reduction philosophy and to working with substance users in a multi-cultural, multi-racial environment in a non-judgmental manner. A history of activism preferred.
- Must be a logistically oriented, systems-thinker who is able to work independently, prioritizing workflow and multiple demands to meet critical deadlines while paying exceptionally close attention to detail.
- S/he will have strong interpersonal skills, excellent written and oral communication skills, a hands-on management style, and the ability to address and solve problems or issues as they arise.
- Must have significant experience designing and implementing policies and procedures.
- Demonstrated financial management experience, including significant budget development and accounting responsibility. Knowledge of financial management software, especially Fund EZ.
- Knowledge of internal control systems used for safeguarding the agency's assets and preparation of the financial reports in accordance with general accounting principles and specialized nonprofit industry accounting practices and procedures.
- Acumen in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use. Ability to read, analyze, interpret and explain complex financial data.
- Expertise in grant procurement practices and fundraising preferred.

Reports to: Executive Director

Supervision of: Operations/ HR Manager, Finance Manager, Bookkeeper, and IT Consultant

To apply: We offer a competitive salary commensurate with experience and a comprehensive benefits package. Send resume, cover letter, writing sample and salary requirements to Shelley Huggins, at shuggins@nyhre.org, or via fax at 718.842.2593 with the subject line “Deputy Director, Administration and Finance position”.

We are specifically interested in candidates with an active interest in harm reduction, syringe exchange, and/or social justice as it pertains to individuals who use drugs.

NYHRE is an Equal Opportunity Employer. PLWHA, individuals who have personal experience with drug use, women, people of color, and members of the LGBT community are strongly encouraged to apply.