



DEPUTY FINANCE DIRECTOR (Senior Associate)

The Cities for Financial Empowerment Fund supports municipal efforts to improve the financial stability of low-income residents by leveraging opportunities unique to local government. By translating cutting-edge experience with large-scale programs, research, and policy in cities of all sizes, the CFE Fund assists mayors and other local leaders to identify, develop, fund, implement, and research pilots and programs that help families build assets and make the most of their financial resources. Financial empowerment spans four key disciplines:

- Professional financial counseling and information
- Access to safe and affordable mainstream banking products and services
- Short- and long-term asset building
- Consumer protection in the financial services marketplace

The CFE Fund's roughly \$15 million annual budget is supported by single- and multi-year grants from over 20 corporate and foundation donors. It covers eight programs as well as cross-program functions. A significant portion of the budget is regranted to local governments and their nonprofit partners. The CFE Fund is paperless: it uses Sage Intacct, Bill.com, and Expensify to manage financial transactions; Sage Intacct Planning to manage budgets; Foundant to manage grant-making; and Salesforce to manage contacts and internal knowledge management. The CFE Fund's purchasing and accounts payable workflows are decentralized; accounting functions such as month-end journal entries and reconciliations are outsourced.

Position summary:

The CFE Fund seeks a good-humored, hands-on Deputy Finance Director with a successful track record of creative problem-solving and infrastructure enhancement. Reporting to the Chief Financial Officer, the Deputy Finance Director will assist with all aspects of financial management, including accounting oversight, audit, budgets, grant compliance, internal reporting, process improvement, and technology optimization. The Deputy Finance Director will collaborate closely with a variety of internal and external constituents, including the CEO, CFO, Managing Director, development team and program teams, accounting firm, and auditor.

Among other things, the Deputy Finance Director will be charged with:

- understanding the budget priorities and formats of each funder;
- responding proactively to internal constituents' needs;
- identifying opportunities to improve efficiency and transparency in the CFE Fund's budget development and reporting processes;
- leveraging information technology to establish reports and standard operating procedures that provide maximum benefit to all parties;

- supporting month-end and quarterly accounting processes; and
- supporting the annual audit and annual reports to federal and state agencies.

Qualifications:

- Prior nonprofit finance experience (5-10 years) with a successful track record in budget management and in grants management as it relates to compliance and reporting of government, corporate and foundation grants;
- Experience in preparing for and participating in annual audits and preparation of Form 990;
- Advanced mastery of fund accounting concepts and software (mastery of Intacct and Intacct Planning strongly preferred);
- Strong familiarity with Generally Accepted Accounting Principles (GAAP) and regulations;
- Technological savvy, with the ability to manage data for financial reporting quickly and effectively;
- Detail-oriented with strong analytic and problem-solving skills that enable sound decision making in a complex organization;
- Integrity, judgment, and self-confidence to ensure that decisions optimize compliance with contracts and accounting principles together with achievement of the CFE Fund's mission;
- An active listener with direct and concise communication skills and the ability to translate complex financial concepts to individuals at all levels of financial expertise;
- An accessible, flexible, and accountable management style that inspires trust and confidence from colleagues; and
- Commitment to the CFE Fund mission of improving the financial stability and inclusion of households with low to moderate incomes.

This is a New York City based role. New York City-based CFE Fund staff have the option of working in person from our NYC headquarters, or they may elect a hybrid office/remote work schedule with a minimum of 2 days in the office. All employees are required to provide proof of receipt of an FDA-approved vaccination against COVID-19, including both a primary series and a booster as recommended by the CDC.

The CFE Fund offers excellent benefits and competitive salaries commensurate with qualifications. The Deputy Finance Director position is classified as a Senior Associate within the CFE Fund's title structure; the salary range for this title is \$70,000-90,000 based on qualifications, worksite location, and team parity. The CFE Fund is an Equal Opportunity Employer.

To apply, please email a resume and cover letter to info@cfefund.org with the subject line "Senior Associate / Deputy Finance Director."