



ALL OUR KIN

Finance Director, All Our Kin Part-Time Position, Location Flexible

All Our Kin seeks a Finance Director to support its ambitious growth plan by leading the financial planning and overseeing financial tasks for the organization. All Our Kin, Inc., is a nationally-recognized, Connecticut-based nonprofit organization that trains, supports, and sustains community child care providers to ensure that children and families have the foundation they need to succeed in school and in life.

All Our Kin first opened its doors in a New Haven housing development in 1999 with two staff members, six mothers, six children, and one core belief: all children deserve access to high-quality early learning opportunities. Through our programs, child care professionals succeed as business owners; working parents find stable, high-quality care for their children; and our youngest and most vulnerable children receive the early learning experiences that prepare them to succeed in school and in life. Today, we serve over 400 home-based family child care providers in New Haven, Bridgeport, Norwalk and Stamford, with a new office opening in New York City in 2018; these parents and educators in turn serve over 2,400 children in our community. To learn more about our work, please visit www.allourkin.org.

We are searching for an enthusiastic team player who is looking to make an impact and is excited about being a part of an effective, growing and dynamic non-profit organization. We offer competitive salary, a flexible schedule, and the opportunity to work with a team of skilled and motivated professionals. The Finance Director will report directly to the Chief Operating Officer. The Finance Director will have the option of working primarily from the New Haven, Bridgeport, Stamford or New York City location; if s/he is primarily located in Stamford, Bridgeport, or New York, s/he will need to occasionally travel to New Haven. This is a part-time position (5-8 hours per week) with a flexible work schedule.

Key responsibilities include:

- ***Budget Preparation***
 1. Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Chief Executive Officer, Chief Operating Officer and Board Treasurer and/or Finance Committee
 2. Support All Our Kin's strategic plan by understanding growth opportunities forecasting future financial needs
 3. Assist development team with the preparation of budgets for funding applications
 4. Work with Site Directors and Finance Associate to develop site-specific budgets and monitor significant departures from projections
- ***Monitoring Financial Accounting & Reporting***
 1. Provide oversight to and review the work of the Finance Associate, including payroll, general ledger, accounts payable and accounts receivable
 2. Develop and maintain timely and accurate financial statements and reports
 3. Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
 4. Ensure that all statutory requirements of the organization are met, including those for charitable organizations

5. Prepare all supporting information for the annual audit and liaise with the external auditor as necessary
 6. Document and maintain complete and accurate supporting information for all financial transactions
 7. Review monthly results and implement monthly variance reporting
 8. Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
 9. Recommend money management strategies (lines of credit, banking arrangements)
 10. Assist the Chief Executive Officer and the Board Treasurer with financial reporting as required at Board meetings
- **Risk Management**
 1. Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors
 2. Maximize income where possible and appropriate
 3. Negotiate with bank for lines of credit or other financial services as required and appropriate
 - **Establishing Financial Process & Procedures**
 1. Working with the All Our Kin leadership to determine areas for growth within financial operations and leading process to roll out new initiatives

Skills, Traits and Beliefs

The ideal candidate:

- Believes in the All Our Kin mission and has a deep commitment to the goal of making high-quality early care and education available to all children.
- Is able to multi-task in a fast paced environment.
- Has a degree in accounting, finance, business management, or a related area. Bachelor's degree or equivalent certification required, advanced degree preferred.
- Has prior experience successfully managing accounts.
- Has proficiency in the use of accounting, word processing, and database computer programs; knowledge of Quickbooks preferred.
- Has knowledge of bookkeeping and generally accepted accounting principles.
- Enjoys collaborating and working with others as part of a team.
- Possesses excellent interpersonal and communication skills.
- Values diversity and demonstrates cultural and linguistic competency.
- Has experience in budgeting and forecasting in complex, growing organizations.
- Has five years experience in an accounting or financial management position, three years experience in a non-profit organization preferred.

All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children's lives and to our work.

To Apply: Send resume and cover letter by email to job.ab4t@allourkin.recruitee.com