Alliance for Rights and Recovery

Director of Finance

Salary Range: $90,000–$110,000

Position Summary

The Alliance for Rights and Recovery is seeking an experienced, hands-on Director of Finance to lead the financial operations of our growing nonprofit organization. With an annual operating budget of approximately $5 million and a diverse portfolio of New York State and federal government contracts, foundation grants, and consulting and training revenue, the Alliance is looking for a finance leader who can provide strong fiscal stewardship while helping position the organization for continued growth.

The Director of Finance will oversee day-to-day financial management, budgeting, government contract fiscal administration, financial reporting, cash-flow management, audit preparation, and internal controls. This position requires someone who is comfortable moving between the big picture and the details, from advising senior leadership about financial strategy to confirming that government contracts, **Consolidated Fiscal Reports (CFRs), Consolidated Budget Reports (CBRs)**, and other required fiscal reports are accurate, timely, and properly reconciled.

This is a hands-on leadership position. The Director of Finance must be willing and able to work directly on the financial details of proposal development, contracts, budgets, reports, and reconciliations rather than solely overseeing these functions.

The Director of Finance will work closely with the CEO, COO, senior leadership, program directors, finance committee, board of directors, auditors, and government funding partners to maintain the Alliance's financial health and confirm that financial systems keep pace with the organization's continued growth.

Key Responsibilities

- Lead the overall financial management and day-to-day fiscal operations of the Alliance.
- Develop, manage, and monitor the organization's annual operating budget, program budgets, forecasts, and cash-flow projections.
- Provide the CEO, COO, senior leadership, and Board/Finance Committee with timely and understandable financial reports, projections, and analysis.
- Closely monitor cash flow, accounts receivable, government payments, and contract advances and identify potential issues before they affect organizational operations.

- Oversee the fiscal management of New York State contracts, particularly NYS Office of Mental Health (OMH) contracts, including verifying proposal budget development, approved budgets, amendments, claims, reconciliations, and closeouts.
- Prepare, review, and oversee CFRs and CBRs, confirming that appropriate schedules, allocations, reporting periods, and contract information are accurate and reconciled to the general ledger.
- Maintain a strong working knowledge of CFR requirements, including program and administrative cost allocation, DMH schedules, abbreviated CFRs, and calendar- and fiscal-year reporting requirements.
- Confirm that revenue and expenses are accurately allocated and reconciled across programs, grants, contracts, and funding periods.
- Monitor program and contract spending against approved budgets and work proactively with program leadership to address variances, underspending, overspending, or potential disallowances.
- Manage the fiscal requirements of federal grants, foundation grants, consulting agreements, and other restricted or designated funding.
- Maintain a comprehensive grants and contracts fiscal calendar to confirm that budgets, vouchers, reports, renewals, amendments, and closeouts are completed accurately and on time.
- Oversee accounts payable, accounts receivable, payroll coordination, banking, general ledger, and financial reconciliation functions.
- Maintain and strengthen appropriate internal financial controls, policies, and procedures.
- Coordinate, develop and provide all relevant schedules to the selected CPA firm for the annual independent audit and preparation of the organization's Form 990,and other required financial filings.
- Serve as a key financial liaison with auditors, government fiscal and contract staff, banks, funders, and other external partners.
- Identify opportunities to strengthen financial systems, reporting, forecasting, and processes as the Alliance continues to grow and diversify its funding.

Qualifications

- Bachelor's degree in accounting, finance, business administration, or a related field required; CPA, MBA, or comparable advanced credential preferred.

- Minimum of 5–7 years of progressively responsible nonprofit financial management experience, preferably within a nonprofit receiving significant government funding.
- Demonstrated hands-on experience preparing and/or overseeing New York State CFRs and CBRs is required.
- Strong familiarity with NYS Office of Mental Health fiscal, contracting, and reporting requirements strongly preferred.
- Experience managing multiple government contracts, grants, restricted funds, and diverse revenue sources.
- Strong knowledge of nonprofit accounting, cost allocation, contract budgeting, reimbursement, financial reporting, and audit preparation.
- Experience with federal grants and associated fiscal compliance requirements preferred.
- Demonstrated ability to develop and manage organizational and program budgets and accurately forecast cash flow.
- Strong analytical and problem-solving skills, including the ability to identify discrepancies and resolve complex fiscal and contract issues.
- High proficiency with accounting software, Microsoft Excel, and financial reporting systems.
- Excellent organizational skills and the ability to manage multiple reporting requirements and deadlines simultaneously.
- Ability to communicate complex financial information clearly to staff, leadership, and Board members who may not have financial backgrounds.
- Demonstrated ability to work collaboratively with program leadership while maintaining appropriate fiscal controls and accountability.
- Strong attention to detail, sound judgment, integrity, and a commitment to responsible stewardship of nonprofit resources.
- Commitment to the mission, values, and recovery-oriented approach of the Alliance for Rights and Recovery.

Apply: Click **HERE**

Questions:

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