

**Job Announcement**

**Senior Director of Finance – Full-time**

IRIS (Integrated Refugee & Immigrant Services, Inc. www.irisct.org) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, and on-going resettlement efforts throughout the state and across the U.S. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities.

**POSITION SUMMARY:**

The Senior Director of Finance reports to the Executive Director, this position leads the Finance team with responsibility for financial strategy and planning, financial operations, budget and audit management, financial reporting and analysis, grants administration, organizational compliance with internal controls, and provides critical support on budgeting and financial forecasting. This position also leads the annual GAAP audits, IRS Form 990, and other tax filings. Working closely with all departmental leaders, the Senior Director of Finance is a mentor, trouble-shooter, and service provider in finance and accounting procedure, process improvement, and budget management. This is a unique professional opportunity for a finance leader to stabilize and strengthen the internal functions of a rapidly growing and well-respected organization that supports the resettlement of immigrants and refugees in Connecticut and across the U.S.

The successful candidate will be an expert in nonprofit financial management, is meticulously attentive, is an excellent collaborator and aligns strongly with our organizational mission. This role plays a critical part in the organization’s strategic decision-making process as it continues to enhance its quality programming. This position will be reporting to the Executive Director (ED) and is part of the senior leadership team.

This position provides a unique professional opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

**CORE FUNCTIONS:**

* Oversee and direct budgeting & accounting functions, including: grant accounting & fiscal compliance, payroll, accounts payable, cash management, and investments.
* Act as Fiscal Officer for organization, setting and adhering to the strategic plan, organizational goals, and the mission and values of IRIS.
* Lead the annual and long-term budgeting process in collaboration with the ED and other members of the senior leadership team by providing strategic recommendations based on financial analysis and projections.
* Lead and direct the finance department, a team of under 10 staff.
* Working closely with the Executive Director, translates complex financial data into compelling narratives, creating executive presentations that provide clear insights with recommendations and guide strategic decisions.
* Manage financial risk and lead the effort to identify process improvements and cost savings within the organization.
* Report organization & financial position and issue periodic reports on organization & financial stability, liquidity, and growth internally and externally including to the Board of Directors
* Manage and direct final approvals for all accounting; budgeting, grant reporting, payroll, and cash management
* Facilitate compliance with federal and state financial management guidelines. Provide guidance to programmatic leadership to adhere to these regulations
* Leads in following finance policy guidelines, and provides leadership during annual policy review
* Leads as Project Manager for financial system implementation, and represents the highest level for any system decisions that have downstream impact in finance and financial reporting.
* Hybrid position with in-office presence at a minimum of three (3) days a week to foster employer culture, collaboration, and mentorship opportunities.

**QUALIFICATIONS:**

* Bachelor degree in finance, Accounting, Economics; MBA or CPA preferred.
* 5+ years of finance leadership & management experience; including some nonprofit finance and accounting experience.
* Openly supports departmental and organizational changes and demonstrates comfort working in a rapidly growing and evolving organization.
* Experience with federal and state grant management and regulations
* Technical proficiencies: Microsoft Excel, PowerPoint, with CRM & financial software experience, Sage Intacct a bonus
* Proven track record in system implementation, serving as project leader for departmental initiatives.
* Excellent organizational skills with ability to work on complex projects with urgent deadlines with a high degree of accuracy and attention to detail.
* Ability to prioritize tasks and to delegate as appropriate.
* Excellent communication skills, verbal and written with the ability to present at all levels.
* Ability to manage effectively and collaborate at a dispersed organization and a hybrid work environment.
* Possess good judgment and a high level of emotional intelligence.
* Passion for working with the immigrant and refugee population.
* Lived experience desired

**Benefits:** Health, vision, dental, life and disability insurance. vacation (3 weeks/year), personal days (3 days/year), holidays per IRIS schedule, sick leave. Eligible for 403b retirement plan after 1 year.

**Compensation:** This is a full-time salary (40 hours per week). The salary range for this position is $120,000- $130,000 annually.

Diversity and inclusion are hardwired into IRIS mission: We are dedicated to welcoming peoples from all over the world who are fleeing persecution, war, and violence.  We are more effective at serving our client’s needs when we are representative of the communities we live in and work with.  So we are an enthusiastic Equal Opportunity Employer.  We strongly encourage people from underrepresented groups to apply.  Please reach out if you need accommodations in applying.

**To apply**, send an email to humanresources@irisct.org as soon as possible with the following:

• A subject line that says “Senior Director, Finance- Your Name”

• A cover letter

• A resume and two references

*Applications will be reviewed in the order they are received and until the position is filled.*