



We Stay/Nos Quedamos Committee Inc.
Title: Director of Finance and Administration
Reports to: Chief Executive Officer
FLSA Status: Exempt
Prepared by: Chief Executive Officer (2/2019)

WHO WE ARE:

Mission Statement:

WE STAY/Nos Quedamos, Inc. is a South Bronx-based CDC committed to our collective self-determination. Our sustainable development work creates the conditions that maintain our health and culture. Our work engages, empowers, and transforms marginalized communities to remain and thrive.

Vision Statement:

Our vision is one of acceptance and respect, We Stay, We Welcome, We Build. We are the living example of a unified, diverse and flourishing community guided by love and the need for justice. We manifest our resiliency through community partnership, ownership and self-determination.

Position Overview:

The Director of Finance and Administration will be a strategic thought-partner, and report to the Chief Executive Officer. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, asset management, business planning and budgeting, human resources, administration, and IT.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as We Stay/Nos Quedamos continues to enhance its quality programming, affordable housing portfolio and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

RESPONSIBILITIES

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Directs internal audits involving review of accounting, administrative controls and contract compliance.



Asset Management

- Develop, present, and execute comprehensive annual business plans and budgets for each asset.
- Analyze cash flow and operating expenses; and Field financial questions from banks, loan servicers, tax credit syndicators, and regulatory agencies;
- Prepare operating budgets; Review and approve annual operating budgets for each property including physical maintenance and upgrades, on-site staffing and services, and financial performance (including setting appropriate rent and expense levels). Interact with WSNQ staff and senior management to provide accurate and timely information.
- Manage timely and accurate communications with partners investors, lenders, government officials and others as required. Prepare complete, timely and accurate quarterly and annual investor, management and other reports as required
- Review, analyze and evaluate periodic financial statements (balance sheets and operating reports), annual operating budgets and annual property audits for WSNQ portfolio; proactively address variances as needed to ensure performance on or ahead of budget.
- Review financial reporting and variance analysis and coordinate with accounting personnel to ensure that financial statements are accurately presented.
- Work in partnership with the acquisition team on underwriting and due diligence efforts for new multifamily investment opportunities.
- Monitor financial markets for refinancing opportunities within the portfolio.
- Review and analyze historical and projected financial operating data;
- Perform asset-level valuation reviews as needed, including gathering market data, reviewing property performance and measuring each asset against its budgets and goals.
- Manage the takeover of new assets and ensure a smooth and successful transition into the portfolio.
- Develop and communicate strategic recommendations regarding optimal exit strategies; coordinate and execute successful asset dispositions.
- Act as a point expert in each market where properties are assigned, with a strong knowledge of competitive apartment communities, the development pipeline and other economic drivers that could impact asset performance.
- Visit all properties within the portfolio on a regular basis to oversee operations and on-site staff.
- Successfully partner with internal and third-party property management teams, including working with Property Managers, Regional Managers, leasing staff and marketing personnel.
- Manage the property insurance claims process with our insurance carrier and broker.
- Coordinate with property management compliance staff on Housing Assistance Program (HAP/Section 8) contract renewals, rent increase approvals, and other regulatory requirements as applicable.
- Review and approve annual surplus cash calculations in accordance with operating agreements and debt covenants.

Grant Compliance

- Interface directly with funders and regulatory bodies, including IRS and state finance agencies to resolve issues, disputes and requests.
- Work with Development and Program staff to ensure that fiscal requirements for grants and contracts are identified, realized and monitored.
- Supervises the monitoring of all contracts to ensure compliance with fiscal and programmatic reporting



Human Resources, Technology and Administration

- Directs all aspects of human resources such as payroll, benefit administration, office procedures
- Further develop We Stay/Nos Quedamos human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Participates in all personnel issues, including hires, terminations, salary adjustments, complaints, and disciplinary actions.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

And other duties/responsibilities assigned by CEO

QUALIFICATIONS

As a prerequisite, the successful candidate must believe in the core values of WS/NQ and be driven by the mission. Should demonstrate a passion for breaking new ground to lead social change. Has proven experience and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

- Bachelor's degree or equivalent required, preferably in Business Management, Accounting, Finance or related field. Master's Degree in Real Estate, MBA or CPA preferred.
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
- Experience with affordable housing portfolios, Real Estate financing and Low Income tax credits
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software (i.e. Intacct, Salesforce)
- Commitment to training programs that maximize individual and organization goals across the organization including best practices
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of We Stay/Nos Quedamos

We are an Equal Opportunity Employer