



# Stanley M. Isaacs Neighborhood Center, Inc.

415 East 93<sup>rd</sup> Street, New York, NY 10128-6904 • Tel. 212-360-7620 • Fax 212-360-7629 • [www.isaacscenter.org](http://www.isaacscenter.org)

## Career Opportunity

**Position:** Senior Financial Analyst  
**Classification:** Exempt  
**Department:** Administration  
**Reports to:** Chief Financial Officer

The Stanley M. Isaacs Neighborhood Center, Inc. (Isaacs Center) – a neighborhood based social service provider on the Upper East Side of Manhattan, is seeking an experienced, entrepreneurial, and highly motivated candidate to serve as the Senior Financial Analyst. The Senior Financial Analyst (Analyst) will report and provide critical support to the Chief Financial Officer (CFO) in monitoring, analyzing and reporting the financial performance of the Isaacs Center. The Analyst will maintain an effective system of accounting, reporting and compliance; prepare cash flow, manage payroll, track investment portfolio activity, assist in directing the annual budgeting and prepare periodic forecasting agency wide. The Analyst will work closely with the Fiscal staff and Program Directors. This position will supervise the fiscal team of two staff members.

### Responsibilities:

- Oversee all accounts, ledgers and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements;
- Maintain system of internal control and safeguards for assets;
- Responsible for day-to-day general ledger accounting & reconciliation, financial reporting and analysis;
- Provide timely, relevant and accurate reporting & analysis of the results against historical results, budget & forecast to facilitate decision making toward the achievement of the budget and strategic plan;
- Assist in the organization wide annual budget and quarterly forecast;
- Support effective communication with Board of Directors and provide analysis in preparation for Board meetings;
- Review and monitor revenues, expenditures and trends organization-wide and formulate recommended actions to CFO and other Senior Management;
- Direct the Fiscal Team and other Finance & Administration staff as needed;
- Increase the Isaacs Center's financial management capacity and effectiveness through proactive communication, training, and coaching;
- Contribute to team development and success by effectively directing, coaching and mentoring direct reports;
- Other tasks as assigned.

### Qualifications:

- Candidates must be inspired by the field of social services and motivated by the Isaacs Center's mission to promote social and physical well-being and encourage growth, self-reliance and dignity throughout every stage of life;
- Bachelors Degree in Business Administration with a concentration in Accounting or Finance or a related field;
- Non-profit experience preferred; Certified Public Accountant (CPA) or Certified Financial Analyst (CFA) preferred;
- Possess strong grant accounting management and accounting skills;



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- Minimum 5 years' experience with a minimum three years' experience directly supervising staff;
- Demonstrated experience with MS Office, forecasting & budgeting and financial reporting;
- Knowledge of FundEZ a plus;
- Independent worker with strong analytical and technical skills; highly organized with an attention to details; customer service oriented;
- Maturity, professionalism and high level of discretion is required;
- Strong work ethic with a positive, can-do attitude;
- Excellent written and verbal communications skills;
- Ability to interact professionally with culturally diverse staff and clients.

### Additional Information

#### Employee Benefit Package:

Aetna Medical and Guardian Dental, Vision and Life Insurance plan. Vanguard 401k Retirement Savings Plan, Wagemworks Flexible Spending Account Programs (Medical, Transit and Parking). Also offered are voluntary ancillary products. Paid Time Off (Vacation, Personal, Sick, Holiday).

#### How to Apply:

Interested applicants can email or fax their resume and cover letter expressing their interest to the attention of Deanne Rodney, Chief Financial Officer. Email: [drodney@isaacscenter.org](mailto:drodney@isaacscenter.org) Fax: (212) 722-7625