

CHILD CARE CONNECTION

Director of Finance and Human Resources

Rate: \$80,000 - \$85,000

Status: Exempt

The Director of Finance and Human Resources is responsible for managing financial, human resources, and administrative functions. This includes assisting the Executive Director with budget preparation; conducting financial analysis and preparing financial reports; developing and maintaining an effective system of accounting; managing the payroll system; and maintaining accurate financial records for audit. The position is also responsible for the day-to-day operations of Human Resources, which includes responsibilities in areas such as employee relations, training and development, benefits, executive administration, and compensation. The position works in collaboration with other administrative team members.

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Supervises accounting staff in adherence to and preparation of account statements, payroll reports, and general ledger accounts with various registers; includes extraction of general ledgers information. Compiles cost revenue reports, budget, and balance sheets; oversees reconciliation of bank statements.
- Oversees business transactions, funds received and disbursed and totals accounts to ledgers or computer spreadsheets and databases.
- Monitors accounts payable and receivables to ensure that payments are up to date.
- Develops and maintains regular accounting reports through the company's accounting system.
- Oversees periodic and as needed inventory of office equipment and supplies.
- Develops and manages the Human Resource department.
- Maintains the Human Resources reporting information and systems.
- Manages and administers employee benefits.
- Develops and manages employee relations.
- Assists in the performance of Executive Administration functions.

QUALIFICATIONS AND SKILLS

Five years of business experience required; experience in accounting and human resource functions required.

Master's degree in business administration, human resources, financial management, public administration, organization development, or a related field.

Knowledge

- General understanding of accounting practices and principals
- Working knowledge of Microsoft Suite and accounting software
- Ability to compute rate, ratio, and percent
- General knowledge of external audit procedures
- Knowledge of, experience with company accounting software
- Working knowledge of benefit plans
- Knowledge of current labor and OSHA regulations

Critical Skills

- Organizational skills
- Time-management skills
- Planning skills
- Balancing work load & ability work under time constraints
- Writing skills
- Communication skills
- Policy-writing skills
- Presentation skills
- Customer service skills
- Problem-solving skills
- Bilingual in Spanish a plus

Benefits: Paid Time Off (PTO), Medical/Dental Insurance, Life Insurance, Long-Term Disability Insurance, 403-B Retirement Plan, EAP (Employee Assistance Program)

Send cover letter and resume to: Human Resources, Child Care Connection, 1001 Spruce St., Suite 201, Trenton, NJ 08638; fax: 609-989-8060; or e-mail: hr@ccc-nj.org

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