

1. FINANCE DIRECTOR

BASIC FUNCTION:

The Finance Director, under the direction of the Executive Director, is responsible for the supervision and control of the general accounting area, and for financial statement and report preparation. The Finance Director will partner with senior leadership and the board of directors to develop and implement financial strategies across the organization. The Finance Director will oversee all compliance and recognition for government (federal and state) contracts, private grants and general funding. The Finance Director will need to be familiar with current and new regulations and guidelines relating to non-profit accounting principles.

RESPONSIBILITIES:

- Oversee the accounting department to ensure proper maintenance of all accounting systems, functions, and internal controls.
- Lead, coordinate, and prepare for financial audits as required by agency, governmental regulations, or other organizations.
- Communicate and coordinate, under the guidance of the Executive Director, with Federal and State officials regarding all matters pertaining to grants/contracts management and reporting.
- Ensure that monthly financial statements and reports, periodic and year-end closings, budget and cash flow projections for all funded programs are completed in a timely manner.
- Effectively communicate the Agency's financial position with the Board of Directors through reports developed to provide the information needed for their role in the Agency.
- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee financing strategies and activities, as well as bank relationships.
- Assist departments in the review of budget reports and in preparation of annual capital, expense, and activity budgets.
- Recommend and implement changes in financial policies and procedures, as necessary.
- Recommend and implement changes in established internal controls to assure proper compliance, as necessary
- Other Duties as requested by the Executive Director

REQUIREMENTS:

Education:

- BA in accounting or Business Administration

Experience:

Minimum of five (5) years' experience in a non-profit environment

Job Skills:

- Experience managing government funding and budgeting
- Ability to manage and mentor general accounting staff
- Team orientation, responsive and collaborative working style
- Excellent written and verbal communication skills
- Knowledge of Microsoft word & excel
- Knowledge of State and Federal agency programs, including eligibility and reporting requirements

Salary: 70,000 – 77,000

2. COMMUNITY SERVICE SPECIALIST (STAMFORD))***BASIC FUNCTION:***

To provide customer service regarding appointments, procedures and general questions. Answers phone calls; greets and directs clients. Performs general clerical duties, intake and assessment, referrals, monitoring and recordkeeping. Responsible for implementing a collaborative process which engages the customer in defined activities and identifies resources to support customers in their transition toward self-reliance.

RESPONSIBILITIES:

- Greets and interacts with customers, vendors and visitors in person and via the telephone
- Performs general clerical duties to include, but not limited to, word processing, copying, faxing, mailing and filing
- Assists customers in completing documentation, verifies accuracy of information
- Provides intake services at the point of entry and determines eligibility for services provided by the agency
- Completes required forms and inputs data into the software system
- Submits completed forms to service providers and regulating agencies, ensuring compliance with funding guidelines
- Maintains office outlook calendar to coordinate work flow, appointments for customers and meetings
- Prepares materials for workshops
- Works directly with eligible customers to assess needs leading to self-reliance, based on a centralized database and stated needs
- Makes referrals to agencies providing supportive services, based on customer's needs and services offered
- Utilizes network partnerships to assist customers in gaining access to services

- Assists in monitoring and tracking measurable program outcomes using a timely and efficient process, documents the customer's incremental progress towards achieving goals across outcome scales and matrices
- Maintains confidential customer database and files, in compliance with internal and external reporting requirements
- Advocates and intervenes on behalf of clients to resolve problems in: Consumer, Housing, Legal, Health, Employment, Welfare, (City and State), Social Security issues, etc.
- Other duties as required

REQUIREMENTS:

Education:

High School or GED required; A.S. in Human Services preferred, with two additional years of experience in community based service environment or other combinations of education and experience which demonstrate a candidate's ability to perform the above services may meet the requirements for this position.

Bi-lingual (Spanish)

Experience:

Experience with public contact or customer service required

Prior clerical/office work experience

2 years of experience working in a community-based service environment

Job Skills:

- Excellent written and oral communication skills
- Detail oriented
- Ability to work in a team environment and independently
- Recordkeeping, math and computer skills
- Ability to work with diverse populations
- Customer service, organizational and problem-solving skills; ability to multi-task
- Ability to interact with customers with respect and dignity; tenacity and commitment to program goals
- Understanding of community needs, knowledge of available resources
- Ability to maintain important community relationships
- Project management, conflict resolution and crisis management skills

Salary: \$33,000 - \$41,000

3. COMMUNITY SERVICES-COVID-19 WORKER

BASIC FUNCTION:

Provides client driven services for COVID-19 impacted individuals and families who are either in self-quarantine or self-isolation. Provide client service regarding appointments, procedures and general questions. Answers phone calls; greets and directs clients. Performs general clerical duties, intake and assessment, referrals, monitoring and recordkeeping. Responsible for implementing a collaborative process which engages the client in defined activities and identifies resources to support clients in their transition toward self-reliance.

RESPONSIBILITIES:.

- Matched with referrals from Program Manager for the provision of coordination services
- Provides intake services at the point of entry and determines eligibility for services provided by the agency
- Submits completed forms to service providers and regulating agencies, ensuring compliance with funding guidelines
- Coordinates the enrollment of families into housing services and benefit assistance programs in support of family goals. Includes application assistance /review and/or authorization of direct benefits payments
- Support the empowerment of families to be their own advocates with landlords, educational institutions, social service agencies and the business community
- Develop and maintain community partnerships including outreach to organizations which support the housing, health & wellness needs of low income community
- Maintains confidential customer database and files, in compliance with internal and external reporting requirements
- Assist in monitoring and tracking measurable program outcomes using a timely and efficient process, documents the customer's incremental progress towards achieving goals across outcome scales and matrices
- Utilizes network partnerships to assist customers in gaining access to services
- Responsible for data entry into multiple client databases which documents achievement of goals and housing sustainability
- Other duties as assigned by Executive Director

REQUIREMENTS:**Education:**

Bachelor's Degree in Social Work or Human Services or related field preferred. Similar combination of education and experience may be considered.

Experience:

3-5 years' experience in direct housing assistance services and building relationships with community partners

Job Skills:

- Knowledge of Community Resources
- Ability to review, analyze, and report out on data
- Ability to work with diverse populations
- Excellent oral and written skills
- Knowledge of State Benefit Assistance Programs Active Listening
- Computer skills (Word, Outlook and Excel)
- Problem Solving/Conflict Resolution
- Willing to travel to various locations

Salary: \$36,000 - \$40,000

If interested in applying please email resume to Gloria.Sanchez@caawc.org