



### Manager of Finance and Human Resources

Chhaya CDC is a non-profit community development corporation based in the neighborhoods of Jackson Heights and Richmond Hill in New York City. Founded in 2000, Chhaya builds the power, housing stability, and economic wellbeing of South Asian and Indo-Caribbean communities in New York City.

Chhaya is seeking a full-time dynamic Manager of Finance and Human Resources. This position will be a critical management team position and the person will play a vital role in managing the operations of a growing organization. The Manager of Finance and Human Resources will be responsible for coordinating financial, human resources, and administrative functions that will include daily financial and administrative responsibilities, development and management of operations systems, and human relations administration.

#### **Major responsibilities include:**

##### Fiscal Management

- Ensure compliance with internal controls, and that all financial records are up-to-date and consistent with organizational fiscal policies and funder guidelines;
- Oversee daily bookkeeping of the Accounting firm including ensuring timely processing of payments, reconciliation, and development of financial reports for funding proposals, board meetings, and monthly reports to management staff;
- Develop and monitor organizational budget;
- Prepare invoices and reports for the government and other grants;
- Prepare project budget for funders, and assist with annual and funder audit;
- Ensure that revenues and expenses are allocated properly and complies with funder guidelines;
- Conduct regular cash flow review;
- Administration and Management of petty cash;
- Proper record keeping of all fiscal and administrative documents related to vendors, and supporters

##### Human Resources

- Ensure accurate processing of payroll and timesheet by payroll services company;
- Ensure proper administration of employee benefits such as health, dental vision insurance, 403b TransitChek etc. and help to continually improve employee benefits and policies;
- Work with supervisors to ensure completion, timeliness, and documentation of annual performance reviews;
- Work with supervisors to respond to employee inquiries about organizational policies and procedures;
- Recruit for open positions and conduct new employee orientations;
- Ensure compliance with and accuracy of 'Chhaya Employee Handbook'

- Maintain personnel files and records
- Ensure compliance and completeness of personnel files to ensure compliance, documentation of new hires, and employee transitions.

#### Office Management and Administrative

- Work with landlord to ensure any repair needs are managed and rental payments are made on time;
- Work with IT consultants to ensure equipment, phones, internet, printers and other technology are functioning;
- Maintain good relationship with vendors;
- Purchase new hardware, software and supplies;
- Manage all organizational insurances;
- Manage daily office administrative needs such as mail, repairs, cleaning, etc

#### **Qualifications and Educational Requirements:**

- Bachelor's degree in Accounting is strongly preferred;
- Proven ability and experience in book-keeping, financial management, HR, and office management;
- Strong analytical abilities, excel skills and knowledge of accounting and financial systems;
- Ability to work under tight deadlines, prioritize, deal with high-level pressure and handle multiple priorities simultaneously;

#### **Competencies:**

- To perform the job successfully, an individual should demonstrate the following competencies:
- Strong organizational skills and detail oriented;
- Self-starter with the ability to think strategically;
- Hard worker with “can-do” attitude who is willing to do what it takes to get the job done;
- Good judgment, strong ethical values; reliable and trustworthy;
- Outstanding interpersonal skills; must be a team player;
- Critical thinker, problem solver, creative, open-minded and flexible;
- Comfortable working within a South Asian environment.

**Note:** Some weekend and evening hours may be required.

#### **Reports to the Executive Director.**

#### **How to Apply:**

Send a CV and cover letter to [careers@chhayacdc.org](mailto:careers@chhayacdc.org) with the email subject line: “Manager of Finance and HR - [FIRST NAME] [LAST NAME]”.

*Chhaya CDC is an equal opportunity employer that celebrates diversity. Chhaya does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.*