

DIRECTOR OF FINANCE & ADMINISTRATION JOB DESCRIPTION

ABOUT PRINCETON-BLAIRSTOWN CENTER

The Princeton-Blairstown Center (PBC) is an 108 year-old independent 501(c)(3) non-profit organization with an administrative office located in Princeton, NJ and a 264-acre campus located in Blairstown, NJ. Our mission is to transform the lives of vulnerable young people through integrated experiential and adventure-based programming in schools and at our outdoor campus. We collaborate with schools, university partners, and community-based agencies to develop in youth deepened self-awareness, responsible decision-making, teamwork, and leadership skills.

PBC is emerging as a leader regarding social and emotional learning (SEL) programs in the school-based and outdoor experiential adventure-based settings. PBC's experiential educational methodology is based on a holistic approach where carefully chosen experiences supported by reflection, critical analysis, and synthesis are structured to ensure that the students take initiative, make decisions, and are held accountable for the results. PBC's programs also promote environmental stewardship and complement students' classroom education in science, technology, engineering, and math. Our programs serve over 6,000 young people annually.

PBC's annual operating budget is approximately \$2.3MM per year. We are affiliated with Princeton University, but raise our own revenue each year for our program. We have an active, engaged board of trustees supporting our work. Find out more about us at www.princetonblairstown.org.

POSITION DESCRIPTION

The Director of Finance & Administration is a strategic thought-partner and a hands-on and participative leader responsible for the financial and administrative business management of the Princeton-Blairstown Center (PBC). This position is responsible for the accounting, financial reporting, budgeting, tax compliance, investments, insurance, talent management and audit functions of the organization. The position ensures that there are effective financial and accounting system controls and standards in place and is also responsible for managing the administrative, talent management and information technology systems of the organization.

The Director of Finance & Administration is a member of the Senior Leadership Team and plays a critical role in strategic decision making and operations as PBC continues to enhance its quality programming and build capacity. This position works closely with the President & CEO to support the fiduciary and organizational compliance responsibilities of the Board of Trustees.

AREAS OF RESPONSIBILITY:

Financial Management - Responsible for all systems and procedures for the collection of revenue, payment of bills and purchasing to ensure the integrity of financial information including:

- Verifying and posting transactions to journals, ledgers and other records, and preparing supporting account reconciliations.
- Clearly preparing, analyzing and communicate monthly and annual financial statements

and reports for all stakeholders.

- Coordinating and leading the annual audit process including liaising with external auditors and the Finance Committee of the Board of Trustees.
- Overseeing and leading the annual budgeting and planning process in conjunction with the Senior Leadership Team.
- Administering and reviewing all financial plans and budgets; monitor progress and changes and keeping the Senior Leadership Team abreast of the organization's financial status.
- Managing organizational cash flow and forecasting and oversight of all bank accounts and investment vehicles to maintain adequate working capital and return.
- Managing the day to day investments in conjunction with the President & CEO and the Finance Committee.
- Implementing a robust contracts management and financial management/reporting system.
- Working collaboratively with payroll vendor to prepare and input payroll including the distribution and reporting processes for payroll; the calculation of wages, overtime and deductions; and the maintenance of on-site employee records to ensure compliance with applicable regulations.
- Overseeing the contract billing and collection schedule.
- Ensuring compliance with Federal, State, local and any other financial, tax reporting and regulatory requirements.
- Updating, documenting and implementing all necessary business policies and accounting practices to improve the finance department's efficiency and financial controls.
- Providing financial information to meet the needs of managers including producing customized financial reports, costing templates, trend analysis on an as needed, monthly, quarterly and annual basis.
- Preparing the Annual Report and Treasurer's narrative for Board meetings and the Outlook mailing.
- Preparing, communicating and presenting critical financial matters to the Finance Committee and the Board of Trustees.

Talent Management - Responsible for the overall administration, coordination and evaluation of the organization's talent management function including:

- Developing and implementing strategies and enforcing department accountabilities around recruitment and staffing, employment processing, compensation, health benefits, training and development, records management, employee relations and retention and labor relations.
- Recommending changes and supporting the work of the Personnel Committee.
- Supporting management and employees by providing talent management advice, counseling and decisions.
- Maintaining knowledge of industry trends and employment legislation and ensuring compliance with federal and state legislation pertaining to all personnel matters.
- Communicating changes in personnel policies and other personnel procedures.
- Assisting management in the annual review, preparation and administration of PBC's wage and salary program, job descriptions and employee evaluation process.
- Conducting exit interviews to determine reasons behind separation and in conjunction

with the Senior Leadership Team, developing strategies for retention.

- Consulting with legal counsel as directed on personnel matters.
- Supporting staffing by managing the document flow for hires, terminations, leaves, salary changes, special payments and ensuring that new hires have adequate workspace and office equipment.

Technology - Responsible for the overall administration, planning, coordination and execution of all IT functions including:

- Analyzing organizational needs and recommending technical solutions.
- Directing operations in executing PBC's technology policies and strategic plan.
- Maintaining and enforcing procedures around technology and telecommunication.
- Liaising between PBC and outside IT consultants in the areas of systems design, modifications or trouble shooting.

Administration - Responsible for the overall administrative functions to ensure efficient and consistent operations as the organization grows including:

- Working closely and transparently with all external partners including third-party vendors and consultants.
- Supervising the Accounting Assistant, Administrative & Marketing Assistant and IT Consultants.
- Reviewing and ensuring compliance with all contracts entered into by PBC.
- Evaluating and maintaining adequate insurance coverage to meet the changing needs of the organization. Ensuring that policies are timely renewed or replaced, claims are filed and resolved and managing the relationship with the insurance carriers and agents.
- Performing other duties as assigned.

QUALIFICATIONS & PREFERENCES

- Advanced degree in Accounting, Finance or Business Administration.
- A minimum of 7-10 years in financial administration with progressive growth in responsibility.
- Prior responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- Experience working with endowments a plus.
- Prior experience supervising, coaching and mentoring a team in a fast-paced environment.
- Ability to translate financial concepts to and effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Prior experience with grants management a plus.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- A successful track record in setting priorities and a multi-tasker with the ability to wear many hats.
- Keen analytic, organization and problem solving skills which support and enable sound decision making.
- Able to work extended hours, some weekends, and travel to the Blairstown Campus as

needed.

- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders in a multi-cultural environment.
- Personal qualities of integrity, credibility, professionalism, a commitment to lead by example and dedication to the mission of the Princeton-Blairstown Center.

ADDITIONAL INFORMATION:

- Full-time employment
- Compensation competitive and based upon experience
- Fifteen vacation days, 6 sick days and 12 holidays provided annually
- Employer contributes to 401(K)
- Health, dental, vision and life insurance provided
- Employee Assistance Program, corporate discounts
- Position located in Princeton, NJ with monthly travel to Blairstown, NJ
- Start date is July or August 2016

How to Apply:

Please email a resume, cover letter and salary history to pbcc@princetonblairstown.org.

Please indicate where you learned about the job and use the subject line "Director of Finance & Administration". The deadline for applications is May 27, 2016, but applications will be reviewed on a rolling basis, so please consider applying early to ensure your application is reviewed.

People of color, LGBTQ persons and other underrepresented groups are strongly encouraged to apply. PBC is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and staff.