



JOB DESCRIPTION

Director of Finance

Port Chester Carver Center, Inc. – Port Chester, NY

Full-Time

Salary Range: \$75,000 - \$90,000

Posted: September 26, 2025

***Port Chester Carver Center helps our community thrive through programs that
nourish, educate, and empower.***

Job Mission

The newly created position, Director of Finance, for Carver Center will contribute to a well-run financial operation and collaborative work culture by ensuring that staff, consultants, and board members have the accurate information they need to fulfill responsibilities for fiduciary oversight and to make timely operational and programmatic decisions. The position will help set up new systems, processes, and protocols to manage the organization's growing and increasingly complex infrastructure.

Reporting to the Chief Executive Officer, the Director of Finance will manage Carver Center's relationship with our outsourced financial management firm, Citrin Cooperman, to work closely with the controller, bookkeeper, and managing partner. Other key relationships include the Chief Advancement Officer, Chief Program Officer, Senior Director of Operations (HR), department directors, and the Finance Committee of the Board of Directors.

General Finance

- Develop, monitor, and manage the organization's annual operating budget (\$7M in collaboration with leadership and Citrin Cooperman team)
- Develop, monitor and manage the organization's annual capital facilities budget in collaboration with leadership
- Develop new cash-flow forecasting and grant tracking systems

- Work collaboratively with all departments to ensure accurate expense and revenue coding as well as timely billing and expense payments
- Oversee accurate operations of payment software (Zapier and Square)
- Support updates in financial accounting system (anticipated for June 2026)

Compliance and Risk Management

- Support compliance with local, state, and federal regulations, including tax filings and nonprofit reporting requirements
- Identify and mitigate financial risks by maintaining and improving internal control processes when needed

Grant and Fund Management

- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady, supporting operational requirements
- Support budget development for grant proposals
- Actively lead the government grant reimbursement process

Human Resources

- Collaborate with the Senior Director of Operations to manage Carver Center's payroll system (Prime Pay), the bi-weekly payroll process, and support employee access to payroll and benefits related information
- Ensure timely execution of insurance surveys and audits (for example, workers compensation)

Other Duties as Assigned

Candidate Qualifications

- Bachelor's degree in Accounting (preferred)
- Minimum of 5 years in finance or accounting, preferably in the nonprofit sector
- Experience with Quick Books
- Experience with Prime Pay and/or Raiser's Edge is a plus

Job Details

Location: In-Person in Port Chester, NY

Hours: Full-Time

Reports to: Chief Executive Officer

Salary Range: \$75,000 - \$90,000 depending on experience and qualifications

Benefits: Carver Center offers full-time employees a comprehensive health insurance plan including optional vision and dental coverage; supplemental coverage opportunities; life insurance; 401(k) plan, and daily lunch.

How to Apply: Please send a cover letter and resume to Carver Center at: employment@carvercenter.org. Thank you.