



NYC Criminal Justice Agency
Executive Director of Finance
New York, NY

About CJA

The New York City Criminal Justice Agency (CJA) is a not-for-profit service and research organization that operates in partnership with the New York City Mayor's Office of Criminal Justice. CJA is the City's main pretrial services agency, combining operations, pilot projects, and research under one roof. CJA utilizes procedural justice practices to provide pretrial services to over 100,000 persons arrested annually in New York City. Information collected about these arrestees and subsequent case processing is maintained in the agency's internal and externally shared database systems, which are used to conduct descriptive and evaluation research on arrestee characteristics, case processing and court outcomes, and on issues and potential reforms to criminal justice policy in New York City. CJA's programs operate in the criminal courts and detention facilities 24 hours a day seven days a week within the 5 boroughs of NYC, employing over 250 employees, citywide.

CJA works to reduce jail overcrowding and unnecessary detention in New York City. Among its programs is the Queens Supervised Release Program which serves individuals of all ages who are charged with felonies and misdemeanors, and who present a substantial likelihood of detention but are at risk of failing to appear in court if released on recognizance. It provides pretrial supervision and voluntary referrals for social services, including job training, employment, drug treatment, and mental health counseling. Participants remain in the community and are required to maintain face-to-face and/or telephone contact with a case manager, attend all court appearances, and avoid re-arrest.

CJA Values

Commitment: Exhibits passion and excitement about our work. Displays a “can-do” attitude.

Fairness: Maintains high standards and is honest. Earns trust and maintains confidences. Does what is right, not just what is politically expedient. Speaks plainly and truthfully.

Innovation: Generates new and innovative approaches to problems; brings people together to brainstorm. Problem solve and collaborate around big and small ideas.

Position

Reporting to the Chief Operating Officer, the Executive Director of Finance is responsible for general oversight and management of the finance department, including budgeting, planning, and accounting processes. This leader will manage a team of two finance professionals and two payroll professionals. The ideal candidate should possess demonstrated experience in nonprofit finance and accounting, must be ready to roll up their sleeves and do data input, and ensure that the organization's financial records are detailed and accurate.

Major Responsibilities

General Oversight

- Oversee the daily operations of the organization's Finance Department, which includes a \$40+ million operating budget.
- Collaborate with executive team to align financial management with short- and long-term financial planning and projections.
- Manage and develop a team of four finance and payroll professionals, managing work priorities, performance, professional development, and the building of an effective team dynamic.
- Implement sound fiscal policies, procedures, and controls, and work with staff to confirm understanding and guarantee compliance.
- Maintain key banking and financing relationships.

Financial Planning and Accounting

- Prepare and present financial reports to CEO and COO in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements.
- Lead the annual budgeting process; collaborate with all members of the leadership team to ensure budgets align with all programmatic and organizational goals.
- Prepare and present monthly budget verse actual results and review with COO and CEO to identify and address variances as appropriate.
- Lead all accounting and payroll functions including, but not limited to:
 - inputting all necessary data into financial system;
 - updating chart of accounts and accounting system reports;
 - ensuring timely reconciliation of bank statements;
 - overseeing reimbursement processes; and,
 - accurate and timely processing of payroll.
- Coordinate and lead the annual audit process, liaise with external auditor; oversee annual 990 filing.

Grant Management

- Support CEO and COO in preparation of CJA grant requests.
- Prepare and oversee monthly grant reporting, including accurate and compliant budget submissions to funding sources; build strong working relationships with funder representatives.
- Diligently track that expenditures are consistently aligned with grant budgets; prepare detailed financial reports for government and foundation grants.

Qualifications

- Bachelor's degree in finance, accounting, or related field, and designation as a Certified Public Accountant, required.
- At least 7 years of relevant nonprofit accounting experience in a city government contracts-intensive accounting operation.
- Experience with budget preparation for federal, state, city, and foundation funding sources.
- Experience working with contracts from Mayor's Office of Criminal Justice and Department of Youth and Community Development, preferred.
- Proven track record of collaborative management skills.
- Flexible and a self-starter; able to multitask while also being highly detail oriented.
- Clear oral and written communication skills.
- Demonstrated resourcefulness in setting priorities, guiding investment in people and systems, proposing new ways of creating efficiencies and shepherding change management within a finance department.
- Proficiency with Microsoft Office Suite and general accounting and budgeting software systems

Salary

This is an outstanding opportunity for a highly motivated senior leader to join a well-respected and growing organization. NYC Criminal Justice Agency is prepared to offer a very attractive compensation package, including a competitive salary of \$205,000. In addition, CJA will offer a comprehensive benefits package including, but not limited to:

- 85% employer-paid medical insurance and 100% employer-paid coverage for other core group health benefits
- An education reimbursement of up to \$300 per semester or quarter after 1 year of employment
- 5% employer match on 403(b) contributions after 1 year of employment
- Transportation benefits
- A flexible work schedule of 3 days in-office and 2 days remote

This position description is based upon material provided by the NYC Criminal Justice Agency.

CJA is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or

any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

To apply for this position, please click [HERE](#).

Sterling Nelson, Talent Consultant

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