Assistant Director of Finance Operations
Finance Department

Overview:
Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy is a New York-based national leader in innovative philanthropic solutions. We lead large-scale collaborative grant-making funds on a range of social justice issues, provide fiscal sponsorship and management to projects and campaigns, manage donor-advised funds and develop organization and field-focused capacity building initiatives.

Position:
Serving as a thought partner to the Chief Financial Officer (CFO) along with other senior staff members in the Finance department, the Assistant Director of Finance Operations is responsible for managing the bi-monthly payroll function; maintaining payroll compliance; collaborating within the Finance Department to ensure that daily operations run effectively; and leading the cross-team efforts for finance’s system enhancement and integration with other systems. This position also ensures that Finance policies are up-to-date, creates new policies when needed, and manages the ongoing efforts to streamline finance processes in partnership with other Finance senior staff. This position will report to the CFO, supervising the Payroll Specialist, and working closely with the Assistant Controller, Sr. Finance & Grants Manager, Assistant Director of Grants Management & Compliance, and Salesforce Analyst. In addition, the person in this role works collaboratively with other operational departments, including Human Resources and Operations, as well as program departments, including Collaborative Funds, Donor Services, and Fiscal Sponsorship. The ideal candidate has exceptional organizational skills, and strong communication skills, as well as an extensive background in non-profit finance, accounting, and related systems.

Location:
NEO Philanthropy has its headquarters in NYC and the Finance department is located in that office. NEO HQ has a hybrid work remote structure based on job function. It is our expectation that this role will be able to come into the NY office once a week, remaining remote for other days of the week.

Vaccine Requirement:
All NEO Philanthropy staff are required to be vaccinated against COVID-19. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis, to the extent required by law.

Responsibilities:

Finance Operations

Payroll
- Working with the Payroll Specialist, manage the entire flow/cycle of the bi-monthly payroll for 250 + staff and 30 + different states/locations in a timely and accurate manner.
- Working with the Payroll Specialist, manage the monthly payroll process for international staff.
- Review and ensure the accuracy and completeness of all payroll transactions including wages, timesheets, taxes, deductions, and garnishments.
• Working with the Human Resources department, optimize the use of the payroll system (UKG) to increase efficiency and effectiveness.
• Ensure that NEO adheres to federal, state, and local payroll requirements best practices; study existing and new legislation; enforce adherence to requirements; advise on needed actions.
• Ensure that NEO’s payroll registrations – withholding, unemployment insurance, and local (city and county) taxes – are completed on time and accurately; maintain relevant data.
• Ensure the accuracy and timely filings of payroll wages and other reports with UKG.
• Serve as the Finance Department’s point of contact for the HR Department for payroll-related matters.
• Ensure that the year-end process is completed to generate accurate W2s.

Retirement (pension) Audit
• Manage the year-end reconciliation and audit for NEO’s 401k retirement.
• Working with the HR department, manage the employer’s 401k contributions and employee eligibility.

Policy/Procedure
• In partnership with other teams in the Finance department, maintain and update finance policies, procedure memos, guideline memos, and training materials.
• In partnership with other teams in the department, create and update policies and forms as needed; integrate policies and forms into various platforms.
• Identify the procedures and flows that need to be streamlined or improved in collaboration with other teams within and outside the department.

Registration/Compliance
• Manage NEO’s annual corporate and charitable registration processes.
• Manage NEO’s annual and quarterly reporting requirements for corporate and charitable registration; ensure that the organization remains in compliance and good standing.

Finance System & Integration
• Support the CFO in leading the cross-team efforts for ongoing system enhancement and integration between systems including but not limited to NetSuite (finance), Salesforce (grants management), UKG (HRIS), and Nexonia (time and expense reporting).
• Support the CFO in leading the cross-departmental efforts to implement changed practices and flows due to system updates and integrations.
• Work with the CFO and other finance staff to manage system-related communications.

Other Responsibilities
• Serve as a thought partner to the CFO, and play an active role with other senior staff members to implement Finance’s cross-departmental initiatives.
• Other duties, or special projects as assigned by the CFO.

Desired Qualifications:
To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Bachelor’s degree in Business, Accounting, or Finance;
• Master’s degree in related field a plus;
• At least 7 years of directly related and progressive work experience with a non-profit organization;
• Solid understanding of non-profit accounting and finance operations must;
• Strong written and verbal communication skills must, with a proven ability to present material in an understandable manner;
• Comprehensive understanding and knowledge of finance and related systems must;
• Extensive knowledge of non-profit organizations. Experience or understanding of fiscal sponsorship model preferred;
• Ability to develop and implement complex projects;
• Excellent interpersonal and relationship-building skills and proven ability to work effectively across multiple roles with diverse groups of people;
• Ability to work on multiple projects successfully and tolerance for work under pressure;
• Diplomatic, problem-solving, meeting facilitation, negotiation, and conflict resolution skills;
• Responsive and proactive working style;
• Strong organizational skills.

Compensation:
The salary range for this position is $90,000 to $100,000. NEO provides generous benefits, which include medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, Commuter benefit, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

Position Basis: Full-Time, overtime-exempt

How to Apply:
Interested applicants should send an application that includes a resume, cover letter, and pay requirements to: jobs@neophilanthropy.org. Please include “[Title] – [Name]” in the subject of your email. No phone calls please.

Start date: As soon as possible. Applications will be considered on a rolling basis.

Hiring Policy:
NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected status. Only those whose applications are being considered will be contacted. No phone calls please.

NEO Philanthropy Careers:
NEO Philanthropy is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NEO Philanthropy’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.