

Connecticut Legal Services, Inc. Seeks a Finance Director

Connecticut Legal Services, Inc. (CLS) seeks a Finance Director to support all aspects of CLS' administration, including financial management, program and grants administration, and employee benefits.

CLS is a 501(c)(3) non-profit law firm and a registered public charity. We are widely respected for our agency's legal work to protect and improve the lives of low-income clients in crisis. We focus on civil law issues that include homelessness, domestic violence, disability, access to medical care and government benefits, issues facing children and the elderly, and more.

The Finance Director will work closely with the executive and deputy directors. CLS has an annual budget of approximately \$10 million, and is a fiscally sound entity with diverse funding sources, including state and federal funding as well as private funding. CLS has experienced and dedicated staff, management and board of directors.

The Finance Director will be located in CLS' Middletown, Connecticut office.

The Finance Director's responsibilities will include administration and oversight of CLS' financial systems, cash management and projections, audit, compliance and filings, support for grant applications, responsibility for organizational and project budgeting and financial reporting, maintaining expertise in non-profit financial management, and supervision of staff in CLS' financial back-office.

Qualifications include minimum of 5 years financial administration experience; minimum of a Bachelor's Degree in accounting (Certified Public Accountant, Masters or other advanced degree in accounting preferred); non-profit administrative experience and/or experience working directly with those in non-profit administrative roles (e.g. conducts audits for non-profit organizations); attention to detail, excellent with numbers, and excellent administrative and organizational skills.

Competitive salary and excellent benefits.

CLS is an equal opportunity and affirmative action employer.

Full job description available on request.

Application Process:

Applications will be accepted until the position is filled. In order to receive full consideration, however, candidates are urged to submit their materials before April 28, 2016.

Interested candidates should submit:

1. a **letter** expressing your interest in the position, including a detailed summary of your non-profit accounting and financial administration experience
2. a current **resume**
3. names and contact information for five **references**

Materials should be submitted in Microsoft Word and emailed to:

FDHiring@ConnLegalServices.org



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MERIDEN, CT 06451

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29 NAEK ROAD, SUITE 5A
VERNON, CT 06066

Job Description and Qualifications Finance Director for Connecticut Legal Services, Inc.

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The Finance Director works closely with the executive and deputy directors. CLS has an annual budget of approximately \$10 million, and is a fiscally sound entity with diverse funding sources, including state and federal funding as well as private funding. CLS has experienced and dedicated staff, management and board of directors. The Finance Director is located in CLS’ Middletown office.

Responsibilities include:

1. Financial Administration

- Assures compliance with generally accepted accounting principles (specifically for non-profits) and agency financial procedures, including the establishment and monitoring of compliance with internal controls
- Prepares and updates detailed budgets, including forecasting
- Identifies potential fiscal problems and suggests resolutions
- Oversees the financial accounting system, financial software and electronic banking process
- Prepares cash flow forecast analysis to ensure availability of funds as needed and develop remedial action plans, in coordination with the Executive and Deputy Directors, when and if necessary for consideration
- Responsible for annual Agency financial statement audit which includes drafting financial statements, preparing related supporting schedules, working with pension specialists and various other duties requested by the external auditors
- Responsible for annual audit of the Agency's respective pension plans and coordination with external audit providers
- Responsible for compiling required information for third party service provider completion of annual IRS Form 990 and Form 5500
- Ideally should be knowledgeable in OMB Circular A-133 and related compliance and reporting requirements



- Coordinates, presents and participates in meetings with CLS' Board of Directors and its Audit Committee.

2. Administration

- Works with the management and administrative staff to complete high quality grant applications and to ensure accurate grant reporting, which includes development of project budgets and financial reports
- Works with administrative staff and agents/vendors to administer employee benefits
- Participates with management staff in strategic discussions
- Directly supervises multiple employees in the accounting and financial departments
- Serves as an effective liaison to a variety of agencies, funders, vendors, and contractors
- Remains up to date on non-profit audit best practices and state and federal law regarding non-profit operations

Qualifications:

- Commitment to CLS' Mission
- Minimum of 5 years financial administration experience
- Minimum of a Bachelor's Degree in accounting; Certified Public Accountant, Masters or other advanced degree in accounting preferred
- Non-profit administrative experience and/or experience working directly with those in non-profit administrative roles (e.g. conducts audits for non-profit organizations)
- Attention to detail and excellent with numbers
- Proficiency in Excel, Word, Outlook and financial accounting software (Blackbaud Financial Edge or other)
- Superior oral and written communication skills
- Excellent administrative and organizational skills
- Good strategic thinker
- Management or administrative experience involving successful supervision of staff
- Ability to effectively prioritize tasks and meet deadlines
- Personal attributes including:
 - dedication to meeting high moral and ethical standards
 - a strong work ethic and commitment to working as a team
 - the ability to work effectively with diverse groups and individuals
 - excellent "people skills," a sense of humor, sound judgment and common sense

CLS is hiring for this position effective April 5, 2016.

For more information contact FDHiring@ConnLegalServices.org .