



Position Title: Finance Manager/Human Resources Support Professional
Location: 5 Shaws Cove, New London, CT when in-person work allows.
Hybrid work schedule; working in the office and from home in compliance with COVID restrictions.
Reports to: Co-Executive Directors

CPAC is hiring a *Finance Manager/Human Resources Support Professional* to add to our team. This is a 20-25 hour per week position (number of hours dependent on grant funding).

The *Finance Manager/Human Resources Support Professional* handles day-to-day bookkeeping, financial, and human resources-related activities of the Center alongside the Co-Executive Directors. This candidate is responsible for accounting, finance, and human resources issues affecting the organization. The role requires exceptional organizational, time management, bookkeeping, accounting and human resources experience, and strong communication skills.

Essential Requirements:

- Must be willing to work in person in New London office as COVID protocols allow
- A person who is collaborative and partnership oriented
- Comfortable working independently and as a team
- Flexibility in duties and scheduling required

Essential Qualifications:

- Bachelor's degree in related field or high school diploma and equivalent work experience
- Self-directed, self-starter, well organized, strong motivational skills, and committed to CPAC's mission
- Strong problem-solving skills
- Excellent communication skills, both oral and written and interpersonal skills necessary to interact with the public and CPAC staff
- Eagerness to receive and implement feedback

Essential Job Functions:

- Implement and maintain QuickBooks accounting system
- Keep records of assets and liabilities
- Understanding financial statements and statements of cash
- Process requisition and invoice payment forms for all vendors and issue checks (posting information to QuickBooks, processing invoices, account reconciliations, and bank deposits)
- Preparation of financial statements and reports including financials for the Board of Directors, monthly financial reports for grant reporting, and salary spreadsheets
- Filing State of Connecticut reports
- Maintaining tax information from vendors

- Maintaining insurance coverage and financial documents
- Develop/maintain records-management procedures that maintain, update, and retrieve data in an effective and efficient manner
- Shares information and research on the impact of financial and legal decisions and planning and impact of introduction of new programs
- Manage with Co-EDs programmatic spending allocations within a non-profit, grant funding based budgetary system
- Process bi-weekly payroll and file all associated Federal and State tax returns and fringe benefit reports
- Prepare financial documents associated with grant reporting and process grant applications
- Other activities as requested by an Executive Director

Human Resources:

- Regular monitor personnel policies, procedures, and practices to ensure they meet legal requirements, including but not limited to compensation, employee handbook revisions, and performance appraisal guidelines
- Maintain employee benefits programs and inform employees of benefits, recommending benefit programs to management, directing the processing of benefit claims, obtaining and evaluating benefit contract bids
- Working with the EDs on new employee recruitment and orientation
- Manage personnel permanent files
- Partner with EDs to communicate Human Resource policies, procedures, programs, and laws to staff.

Encouraged:

- Experience working with families of children with disabilities
- Experience with nonprofit operations
- Understanding of federal grants and state contracts
- Cross-cultural skills and experiences
- Knowledge of regional resources

Special Consideration:

While rare, travel throughout Connecticut may be required. All travel will follow COVID restrictions.

To Apply:

Please send resume and cover letter via email with “Finance Manager/Human Resources Support Professional” in the subject line to Jane Hampton-Smith at jhampton@cpacinc.org.

We welcome people with disabilities to apply. The Connecticut Parent Advocacy Center is committed to providing equal employment opportunities to all employees and candidates for employment without regard to race, religion, color, national origin, ancestry, ethnicity, sex, pregnancy, gender identity, sexual orientation, age, physical or mental disability, genetic information, veteran status, or any other legally protected status or designation.