

# Finance & Human Resources Manager

**Location:** 5 Shaws Cove, Suite 102, New London, CT

**Schedule:** Hybrid (In-office Monday–Thursday; remote Friday)

**Reports To:** Executive Directors

**Hours:** 30-35 hours per week (dependent on grant funding)

## Position Summary

The Connecticut Parent Advocacy Center (CPAC) is seeking a Finance & Human Resources Manager to join our team. This position plays a key role in supporting a mission-driven organization comprised of families of children with disabilities, self-advocates, and professionals dedicated to improving outcomes for children and youth with disabilities.

Working closely with the Executive Directors, the Finance & Human Resources Manager sees to the day-to-day financial and human resources operations of the organization. This includes processing payroll, payables, and receivables for multiple federal grants, state contracts, and other funding sources, each with distinct budgets, reporting requirements, and fiscal years.

The ideal candidate is highly organized, detail-oriented, and collaborative, with strong accounting, bookkeeping, and human resources experience. Equally important, this person approaches staff interactions with kindness, patience, and professionalism while maintaining accountability and organizational standards.

## Essential Requirements

- Ability to work in person in CPAC's New London office Monday–Thursday
- Collaborative, team-oriented approach
- Ability to work independently and manage multiple priorities
- Flexibility in duties and scheduling
- Commitment to CPAC's mission and values

## Qualifications

- Bachelor's degree in a related field or equivalent education and experience
- Strong accounting, bookkeeping, payroll, and financial management experience
- Experience with human resources administration
- Exceptional organizational and time-management skills
- Strong attention to detail and ability to manage multiple deadlines simultaneously
- Excellent written, verbal, and interpersonal communication skills
- Demonstrated ability to communicate with kindness, professionalism, and empathy while maintaining accountability
- Strong problem-solving skills
- Eagerness to receive and implement feedback

# Essential Job Functions

## Finance & Accounting

- Process bi-weekly payroll and associated federal and state tax filings and fringe benefit reports
- Process invoices, payments, deposits, account reconciliations, and vendor records
- File required state and federal reports
- Implement and maintain QuickBooks Desktop Enterprise
- Prepare financial documents related to grant applications and reporting
- Prepare monthly financial reports, grant reports, salary allocation spreadsheets, and Board financial statements
- Maintain records of assets, liabilities, insurance, and financial documents
- Manage financial activities across multiple federal grants, state contracts, and other funding sources
- Ensure compliance with varying grant requirements, reporting deadlines, budget periods, and fiscal years
- Monitor program spending and budget allocations in collaboration with Executive Directors
- Maintain records-management procedures that ensure efficient storage and retrieval of financial data
- Provide financial information and analysis to support organizational planning and decision-making

## Human Resources

- Maintain personnel files, benefits administration, and HR records
- Monitor personnel policies and practices to ensure compliance with applicable laws and regulations
- Assist with employee recruitment, onboarding, and orientation
- Partner with Executive Directors to communicate and implement HR policies, procedures, and practices
- Serve as a supportive resource to staff while maintaining consistency in policy implementation
- Communicate expectations, deadlines, and documentation requirements clearly and professionally
- Provide reminders and follow-up regarding payroll, benefits, timesheets, and HR processes in a manner that reflects CPAC's values of respect, inclusion, and family-centered practice
- Perform additional duties and special projects as assigned by the Executive Directors

## Preferred Qualifications

- Experience working in a nonprofit organization
- Experience managing multiple federal grants, state contracts, and complex funding streams
- Understanding of federal grant and state contract requirements
- Experience working alongside people with disabilities and families of children with disabilities
- Cross-cultural experience and skills
- Knowledge of Connecticut community resources

## **Special Considerations**

Occasional travel within Connecticut may be required.

## **To Apply**

Please send a resume and cover letter with "**Finance & Human Resources Manager**" in the subject line to [resumes@cpacinc.org](mailto:resumes@cpacinc.org)

## **Equal Opportunity Employer**

We welcome people with disabilities to apply.

The Connecticut Parent Advocacy Center is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, national origin, ancestry, ethnicity, sex, pregnancy, gender identity, sexual orientation, age, disability, genetic information, veteran status, or any other legally protected status.