



Vice President of Finance & Administration

In 1995, PENCIL was founded with the goal of raising awareness about public education by inviting civic and business leaders into New York City public schools. From those early days to our work today implementing hands-on, immersive programs that open eyes, open minds, and open doors, PENCIL realizes its mission “to connect students to success.” PENCIL makes it easy for business professionals, educators, and students to work together - in schools and the workplace. Our programs, including virtual and in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day[®], create targeted opportunities to make a real difference in the classroom and beyond. As an organization, we strive to provide students with access to the relationships, skills, and opportunities that support their success.

PENCIL is committed to creating a diverse and equitable environment and is proud to be an equal opportunity employer. PENCIL recruits, employs, trains, compensates, and promotes regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status and other protected status. We believe that the more inclusive we are, the better our work will be. We aspire to build a diverse team, one that better reflects the people and communities we serve. Applicants who contribute to this diversity are strongly encouraged to apply.

Reporting to the President, the Vice President of Finance & Administration (VPFA) is a thought and business partner and financial strategist to the President, Executive Team, and Board. This individual will manage PENCIL’s finance function to ensure that the organization makes sound decisions on the application of its financial resources by providing access, information, context, and understanding of the financial trends and implications of business decisions. The successful candidate will have outstanding interpersonal skills and be a skilled collaborator, and communicator with both internal and external constituents. S/he will have substantial relevant experience and knowledge working with all aspects of financial planning and accounting operations. VPFA will also oversee the organization’s human resources work and initiatives, including internal staff and external consultants, managing both high-level process and ground-level work.

RESPONSIBILITIES

Financial

- Budget development, forecasting and management, in collaboration with the Executive Team
- Managing and maintaining PENCIL’s accounting records (currently QuickBooks), as well as GAAP policy and procedure oversight for financial operations
- Monthly, quarterly and annual reconciliations and closings
- Staff liaison to Audit & Finance Board committee, including preparing and presenting financial reports.
- Managing financial components of government and donor grants, including DYCD contract budgets, invoicing, financial audits
- Managing cashflow, banking and investment accounts and relations

- Collaborating with Development team to accurately develop revenue forecasts, track receivables, report to Board, align procedures, reconcile records and account for restricted gifts and grants
- Coordinate all audit activities

Risk Management, Legal and Compliance oversight

- Evaluating and managing insurance coverage
- Anticipating and evaluating organizational risks and identifying procedures to avoid or minimize their impact.
- Reviewing and approving contracts for grants, partnerships, services, equipment and events
- Developing, reviewing and implementing legally required policies and procedures
- Coordinating with legal counsel as necessary

Administrative

- Liaison to building management on office and lease
- Developing feasibility, cost and efficiency options to maximize use of facilities
- Coordinating office updates for flexible working environment
- Collaborating with Technology team on expenditures, security, and staff tech needs
- Overseeing outside providers for office services

Human Resources

- Managing payroll and benefits, currently supported by ADP TotalSource PEO
- Manage compensation and benefits administration, including pay equity
- Leadership role in managing the organization's personnel structure.
- Oversee full recruitment cycle including job descriptions, sourcing, screening, hiring, selection, and onboarding, as well as conduct orientation for new hires.
- Processing new employee set up, updates and maintaining internal records, such as pay increases, title changes and job descriptions
- Managing termination process for departing employees and conducting exit interviews
- Developing, modifying or interpreting HR process and policies, and collaborating on issue resolution with leadership, supervisors, ADP and legal counsel. Update the Employee Handbook as needed.
- Overseeing evaluation and goal setting process
- Facilitating employee professional training and development

QUALIFICATIONS AND COMPETENCIES

- 5 - 10 years of progressive responsibility in financial management and administration, preferably in the nonprofit sector
- Experience collaborating as part of an executive team in strategic decision making
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Capable of proactive strategic thinking, with a goal-oriented mindset
- Strong and creative decision making and problem-solving skills
- Confidence and ability to challenge decisions or proposed actions, question numbers and assumptions

and skills to communicate the implications of decisions

- Cross-Team Collaboration: a desire and willingness to collaborate in an honest and transparent manner
- Relationship Building: Demonstrated expertise in successful collaborations within diverse environments
- High standards of excellence and a willingness to do what it takes to get the job done
- Commitment to PENCIL's mission and public education
- Bachelor's degree in accounting or combination of education and experience in a similar capacity.

COVID-19 Vaccination is required for hire.

COMPENSATION

Salary range for this position is \$125,000 - \$135,000. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse or domestic partner and dependents
- A retirement plan with employer matching
- Commuter benefit and flexible spending plans
- Professional development stipend
- Annual paid time off for holidays, vacation and sick
- Short and long-term disability and paid family leave.

TO APPLY

Visit PENCIL's [Application Form](#) to apply. Applications will be accepted until the position is filled.