Fiscal and Office Manager

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The Center for Fair Futures supports 38 organizations implementing the model and over 500 Fair Futures staff through an array of training and professional development supports.

Fair Futures is a comprehensive model that serves young people who have been in the New York City foster care or juvenile justice systems. The model includes a robust middle school program that prepares students for success in high school and a long-term coaching program from 9th grade until age 26 that includes individualized coaching, 1:1 tutoring, and comprehensive academic, career development, housing, and independent living supports.

The Center is seeking a consultant to join our amazing team to manage the day to day financial and administrative tasks required to keep the Center for Fair Futures running smoothly. The Fiscal and Office Manager will be responsible for monitoring, organizing, coordinating and administering all financial and administrative activities related to the budgetary processes and organizational support across all areas.

Scope of Work / Specific Responsibilities:

- Develop an in-depth understanding of the Fair Futures model and the fiscal and administrative tasks of the Center for Fair Futures
- Establish effective accounting and bookkeeping systems and procedures
- Manage accounting operations, invoices, account reporting and reconciliations, financial analysis, to ensure accuracy and completeness of data
- Monitor the budget and spending status of multiple grants, and ensure requirements for monitoring and financial reporting
- In collaboration with the Co-Executive Directors, determine financial charges that are allocable to the grant awards. Ensure correct allocation of consultant and professional services charged to grants
- Manage multiple technology platforms
- Book transport and accommodation
- Assist with event planning, design and production
- Attend events to ensure smooth implementation of activities and troubleshoot any emerging problems on event day
- Prepare presentations and reports
- Implement and maintain procedures/office administrative systems
- Organize onboarding for new consultants/staff
- Meet with the Co-Executive Directors each week to review progress on existing projects and learn about new projects
Requirements and Skills:

- Proven working experience as a Fiscal Manager and/or Office Administrator
- Experience with financial management software and accounting spreadsheets
- Knowledge of office administrator responsibilities, systems and procedures
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Excellent interpersonal, communication, and organizational skills
- Advanced computer skills, with an aptitude to learn new systems and procedures

Compensation: $70,000 plus benefits OR $100,000 in annual consulting fees.

Please submit your resume and cover letter to tracy.jenkins@fairfuturesny.org.