



Director of Finance and Administration

The Squash and Education Alliance is seeking a Director of Finance and Administration to manage the organization's bookkeeping, payroll and benefits, insurance, and government filings. This is a dynamic opportunity for someone with nonprofit financial acumen who can manage the organization's personnel and benefits during an exciting time of growth. Specific responsibilities include the following.

Financial Management

- Manage and maintain SEA's financial records. Responsibilities include entering and tracking transactions in Quickbooks, reconciling monthly credit card statements and vendor payments, and developing annual revenue and expense projections.
- Manage the financial records for SEA International, a separate entity through which SEA receives funds on behalf of its international affiliate programs.
- Prepare quarterly and year-end financial reports for SEA's Board of Directors, serve as a liaison for SEA's Finance, Audit, and Investment Committee, and provide timely information to an external accounting firm for financial audits.
- Ensure SEA complies with local, state, and federal government reporting requirements.
- Serve as the point person for financial institutions with which SEA works.
- Process grant payments for SEA's member organizations.

Human Resources & Office Administration

- Manage payroll, staff benefits, and personnel matters.
- Ensure that SEA has up-to-date and appropriate insurance coverage.
- Prepare new hire paperwork, conduct background checks, and support SEA's Managing Director in onboarding new staff.

Events Logistics

- Support the planning and execution of SEA's staff and network meetings, conferences and retreats (virtual and in-person), as needed.
- Oversee SEA's part-time Office and Events Administrator

Requirements and Expectations: Candidates should have 10+ years of work experience in nonprofit financial management and proficiency in Quickbooks, Microsoft Office and Google Applications. Attention to detail and an exemplary work ethic are essential.

Compensation & Benefits: \$80,000+. Benefits include 4 weeks of vacation annually, health insurance, and, after one year of full-time service, a 401K matching plan.

Desired Start Date: Immediate; **Hours and Travel:** The role requires 3 or more days a week in SEA's New York City office (9am-5pm) post-Covid.

Interested? Candidates should send a resume and cover letter to Managing Director Jennifer Sewell (jennifer.sewell@squashandeducation.org)

SEA is the umbrella organization and governing body of a network of 19 U.S. nonprofits and five international affiliate organizations that combine squash, academics, mentoring, travel, college support, and career readiness for more than 2,500 young people. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to sex, race, color, religion, age, national origin, disability, sexual orientation, or marital status.