



239 West 49th Str.
New York, NY 10019
212-581-2910

Job Title: Budget Manager

Supervisor: Chief Operating Officer

Job Status: Full Time, Exempt

Job Hours: 35 hours per week

Location: Midtown Manhattan

Compensation: \$90K - \$100K, annually

About Encore: How have you impacted someone's life today? At Encore Community Services, our teams are dedicated to supporting the lives of older New Yorkers so that they may live with dignity and decency in a safe and caring environment. For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities. Encore provides a comprehensive array of programs for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. The organization takes a "no wrong door approach" to ensure Seniors are able to access all of their neighborhood and other entitled resources so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. The organization is working to build off a rich history to deepen its services and scale the work of giving back to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York's diverse and vibrant senior community.

About Position: Our dynamic, growing organization seeks a Budget Manager to join our team in order to Oversee the organizations' spending to ensure that funds are allocated appropriately and used according to plan. This is a great opportunity for an individual to use their sharp analytical and leadership skills to shape the internal controls and long-term strategy for a critical mission focused nonprofit in the heart of Manhattan's Midtown/Theater district. Reporting to the Chief Operating Officer, the successful candidate will be a strategic and analytical thinker, a problem solver, and possess a strong attention to detail. They will help to maintain records and create reports and proposals while working to analyze data and recommend funding for various programs. The Budget Manager will evaluate program effectiveness to determine if redistribution of funds is needed. The Budget Manager will perform oversight include grant and fund accounting, contract billing, budgeting, preparation of reports, and maintenance of records.

Benefits: This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental, Visions, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 5% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

Job Responsibilities:

Finance, Analysis & Reporting

- Develop departmental as well as agency-wide budgets and forecasts;
- Monitoring spending and keeping the organization within its set budget
- Write supporting narratives and upload accompanying budgets in government portal (HHS);
- Create, assess, and/or modify the agency-wide cost allocation and amortization methodologies (e.g. insurance);
- Coach and support program managers around constructing line item budgets and help them build capacity to be strong budget managers;
- Prepare quarterly data and reports for the board; attend meetings;

- Prepare periodic and annual compliance reports for government funders (e.g. CFR);
- With support from the Finance Department, provide data for the form 990 (e.g. Schedule B);
- Calculate budget calendarization by department and account category;
- Prepare and submit government vouchers and customer invoices with documentation;
- Oversee contract renewals, amendments, closeouts, audits, insurance policies;
- Calculate and manage the funding portfolio usage, restrictions, revenue recognition, allocations (e.g. multiple foundation awards);
- Evaluate new public initiatives, regulations, opportunities (e.g. PPP, ICR, RFP);
- Support executive management by analyzing trends and variances; modeling;
- Oversee the physical & electronic filing, safekeeping, archival, retrieval of financial documents;
- Respond to inquiries from vendors, funders, partners and internal staff re: financial matters.

Job Qualifications:

Required

- 8+ years' work experience in a related field;
- Bachelor's degree in Accounting or related field;
- Knowledge of GAAP – Generally Accepted Accounting Principles;
- High degree of proficiency in MS Excel;
- Direct experience with NYC government contracts, financial reporting, vouchering;
- Excellent written, verbal and computer skills; ability to manage multiple projects simultaneously;
- Strong interpersonal skills and ability to work as part of a team;
- Ability to have a flexible work schedule and willingness to jump in and “get the work done,” even if that means working occasionally on weekends, evenings, and some traditional holidays;
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Preferred

- Nonprofit experience – either government, nonprofit agency, private foundation, CPA firm;
- Knowledge of payroll concepts, regulations, processes and terminology;
- Experience building detailed line-item budgets for multiple departments and divisions

How to apply: Email Resume and Cover Letter to jobs@encorenyc.org. In the subject line, please indicate “**Budget Manager**”.

All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.