

Financial and Administrative Director | Non-Profit Organization

New York, NY

Hybrid

Full-time

Financial and Administrative Director

About the Job

Queen Sofía Spanish Institute, Inc. (QSSI) is seeking applicants for a full-time Financial and Administrative Director. QSSI is a non-profit organization in New York City whose mission is to stimulate interest in the United States about the art, culture, customs, language, literature, and history of Spain and the Spanish-speaking world. The applicant will hold a key role in the organization by managing a wide range of financial, administrative, programming, and human resources tasks. The individual will ensure the smooth operation of the organization, as well as oversee budget, finance, and the administration of sponsor and grant-funded programmatic work. The individual will work closely and report directly to the President & C.E.O. The candidate will also report to the Treasurer of the Board of Directors. The candidate should be initiative-taking with a passion for the Institute's mission and with a desire to highlight the excellence of the Spanish-speaking world. The candidate will support the Executive Team to successfully coordinate the programs and activities of the Institute and meet the organizational objectives both online and in person. The candidate will serve as liaison to the Board of Directors committees: Executive, Finance and Investment, Governance and Nomination committees as well as liaison to donors, and corporate sponsors.

Duties of the Financial and Administrative Director will primarily include:

· Financial Management

- o Maintain financial books and records according to generally accepted accounting principles and organizational policies. Supervising proper recording of incoming and outgoing transactions.
- o Ensure documentation and processes are in place for facilitating a smooth yearly financial audit, including working with auditors to manage processes.
- o Manage Accounts Payable/Accounts Receivable. Prepare ACH payments, and process monthly payments. Handle bank deposits. Prepare monthly bank reconciliation.
- o Prepare the annual organizational budget.
- o Review and update revenue and expenditures.
- o Prepare, process, and review bi-weekly payroll.
- o Prepare, review, and submit quarterly and/or year-end state and federal tax documentation.
- o Work with outside CPA for transparency.

· Sponsor and Grant Contracting

- o Oversee the development and administration of agreements, memorandums of understanding, and contracts.

o Draw down appropriate contract/agreement resources, reconcile agreements on a consistent basis, and submit timely program reimbursement requests to private/ public sector funding sources.

o Monitor program budgets, including tracking and documenting matching funds, and prepare regular financial reports.

· **Administration**

o Manage relationships with the Board of Directors and contact information to planning logistics for board meetings. Responsible for the writing drafts of the minutes for all board of directors and all related committees of the board meetings and sending them to the appropriate directors for their input and editing, where appropriate.

o As office manager, serve as liaison with office space and IT staff, manage office supply and technology inventory, process mail, and organize storage of all objects and physical files/documents.

o Handle all institutional insurance arrangements.

· **Human Resources**

o Maintain archives of directors, employees, and interns personnel records.

o Review timesheets and keep PTO records.

o Manage health insurance, retirement, and other staff benefit administration.

o Assist with job postings, initial candidate screenings, and interview scheduling.

o Organize and schedule compliance training for staff.

o Assist in conducting annual performance evaluations.

o Ensure QSSI follows all applicable local, state, and federal labor laws.

· **Other Programmatic and Organizational Areas:** Support QSSI team as needed.

Employee benefits of the Position:

- Health insurance (100% employer paid)
- Dental, and vision costs (Employer reimburses employees \$2,500 per annum)
- 401(k) with employer contribution
- 15 paid vacation days for 1st year / 20 paid days starting 2nd year of employment
- Paid sick days
- Parental leave

The minimum qualifications are bachelor's degree in related fields and five years of experience in Financial and Administrative Management, with a familiarity with Human Resources, or master's degree in related field and

three years of experience. The successful candidate will have experience in financial management, including budgeting, financial reporting, and analysis with increasing financial management responsibilities with private/ and or public sector organization(s) or not-for-profits. The successful candidate must have excellent time management skills with the ability to manage multiple tasks effectively. The position requires high levels of integrity, trustworthiness, flexibility, compassion, and humor to address the practicalities of a growing organization, along with the creativity and persistence required to elicit new thinking where change is needed. The successful candidate must possess full proficiency in QuickBooks Desktop or Online, Microsoft Office suite (Excel, PowerPoint, Word, Outlook, Teams;) Assessment of these skills will be part of the application process. The application process will also include a background/credit check. Fluency in Spanish (speaking, reading, and writing).

QSSI is an equal employment opportunity employer. QSSI employs, retains, promotes, and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, genetic predisposition, marital status, military status, sexual orientation, disability, or status as a victim of domestic violence.

QSSI shall not discriminate against any applicant or employee with a sensory, physical, or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of the essential duties and responsibilities of the job. Employees with physical or mental health conditions that may qualify as disabilities as defined by federal or state law should make QSSI aware of their need for an accommodation as soon as it arises. QSSI will collaborate with each individual to define their job-related needs and to try to accommodate those needs.

Please email your cover letter, résumé, and three references to the attention of President & C.E.O. at info@queensofiasi.org by April 11th 2025. Interviews will be scheduled immediately thereafter.