

Center for New Americans Job Description

Position Title: Financial Compliance Coordinator
Reports To: Director of Resettlement Services
Level of Decision-Making: Medium
Classification: non-Exempt Position
Salary: \$45,000-49,000
Date Created January 2024



Agency Mission

“InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of understanding among us.”

Overview to the Program Area

InterFaith Works’ Center for New Americans (CNA) has been in operation since 1981, resettling newly arriving refugees from areas of the world where war, conflict, and political repression have forced mass relocation of people across the borders of their homeland. Refugees are annually certified by the United Nations and accepted by the US government, then resettled in 355 Affiliates across the country. CNA provides mandated support to refugees for the first 90 days, including meeting the refugee/family at the airport, securing and furnishing an affordable apartment, providing first cash, food, and safety training, then assisting the refugee/family to enroll in school to learn English, to become connected to medical services, and to prepare for and secure employment. Additional services extend beyond the 90 days, which include intensive medical case management, mental health, immigration, the path to citizenship, family wellness, employment support for entry-level workers, highly skilled immigrants, and youth ages 18-24, extended cultural orientation, and successful community integration. CNA also works to help newly formed ethnic community-based organizations establish themselves and provide ongoing support to newly arriving families.

Position Summary:

This position will support the financial aspects of the resettlement programs. The Financial Compliance Coordinator (FCC) will maintain accurate financial records, including client’s expenditure records, vouchers, where each client account stands, budget tracking, and financial reporting. The FCC is responsible for ensuring compliance with all relevant federal financial regulations and reporting requirements. The candidate should have experience in accounting and financial management as well as a deep understanding of the intricacies of the reception and placement program, particularly within the context of refugee resettlement. This position is supervised by the Director of Resettlement Services.

Qualifications:

- Bachelor's degree in accounting, finance, or a related field.
- Proven experience in accounting, with a minimum of 1-3 years’ experience in financial management.
- Familiarity with grant management and reporting
- Strong analytical and problem-solving skills.
- Ability to handle a variety of tasks and responsibilities effectively.
- Ability to be an effective communicator.
- Ability to prioritize tasks and manage time effectively.
- Ability to work with diverse groups of people with diplomacy and discretion.
- Ability to be collaborative, flexible, team player, and meet deadlines.

- Proficiency in Microsoft Excel.
- Excellent communication and interpersonal skills.
- Attention to detail and commitment to accuracy.
- Knowledge of the US reception and placement program, particularly within the context of refugee resettlement.
- Fluency in English, written and spoken.

Essential Functions:

Client Direct Assistance Duties

- Create and submit weekly vouchers to the finance department for client's direct assistance and reimbursement check requests.
- Weekly review of clients' accounts and financial statements of all clients within the reception and placement program.
- Submit weekly findings, with corrections needed, if any, to the program director and finance department.
- Gather checks from the finance department, verify the accuracy of checks fund allocation, client's, & payment information, and enter check information in the Immigration & Refugee Information System (IRIS).
- Review monthly credit card statements submitted by staff to ensure accurate allocation and compliance.
- Verify the accuracy of receipts, invoices, and other documents or records submitted by case managers and supervisors on a weekly basis.
- Maintain accurate and up-to-date documentation and records of client transactions in the case file and the IRIS system.
- Ensure that clients have received all resettlement money before the end of 90 days from the client's arrival and that all financial transactions are properly documented in the case file.
- Ensure that all client's expenses are recorded in a timely manner and meet the funding reporting deadline.
- Work collaboratively with the Assistant Director of Resettlement Services to provide all necessary information on financial case file closure to prepare for 90-day period reporting.

Program Compliance Duties

- Oversee financial aspects of grants related to the program, including budget tracking, tracking expenses, ensuring compliance with grant requirements, and submitting weekly status reports to the program director.
- Provide financial projections and recommendations for program planning.
- Maintain organized financial records and documentation for program expenses.
- Work closely with the Assistant Director of Resettlement Services and other team members to provide financial insights and support program financial planning.
- Assure case files are secured confidentially and reporting standards are met.

Agency Support Functions

- Attend in-house trainings and informational conferences, as requested.
- Work collegially with other IFW staff, interns, and volunteers. Participate as a team member in staff meetings, case staff meetings, and all staff activities.
- Serve on internal committees to promote general agency concerns.

- Participate in all-agency activities such as the ILAD, Duck Race, World Refugee Day, etc.

The position will also complete other duties as assigned.

Hours

Full-time non-exempt hours, which may include nights and weekends, especially during peak arrivals.

To Apply: Please send cover letter and resume to Melissa Morral at mmorral@ifwcny.org.