

Administrator of Finance

Prospectus Berco inspires people with special needs to lead meaningful lives by providing innovative supports.

We're a private 501(c)3 corporation with a 40+ year history of providing services to (currently over 500) individuals in Berks County with an emphasis on innovative services and ethical business practices. Our team of approximately 300 talented and compassionate staff members works every day guided by the principles of Prospectus Berco's mission; our code of ethics; and our employee motto; "Reaching Beyond Expectations."

The Administrator of Finance is a member of the senior management team and serves as the corporation's senior financial executive responsible for managing all finance and accounting operations. As a strategic partner to the Board of Directors and reporting directly to the Executive Director, the Administrator of Finance's accounting and finance contributions are critical to Prospectus Berco's ability to fulfill our mission.

Employees of Prospectus Berco enjoy competitive total compensation including medical, prescription, dental, vision and life insurance, with short-term/long-term disability insurance and flexible spending accounts available; generous paid time off benefits including vacation, sick, personal holidays, and eleven company holidays annually; a 401(k) retirement plan with company matching contributions; an employee assistance plan, and health advocacy services.

The role of the Administrator of Finance is to:

- Oversee, analyze, and manage the corporation's financial health and operations including but not limited to the following.
- supervise, train, and mentor Finance department staff
- manage capital structure and cash flow
- manage the budget preparation and administration processes
- manage fixed and other assets
- employ best practices for recordkeeping, compliance, and reporting
- oversee payables, receivables, program participant fund accounting, and payroll functions
- collaborate with HR on employee benefit and retirement plan design/management
- manage risk exposure and insurance
- manage compliance with GAAP, tax and regulatory laws, as well as other finance-related rules/regulations
- participate as a member of various interdisciplinary teams and interact with all levels of staff to manage initiatives, improve processes, and solve business problems
- manage relationships with outside consultants, regulatory agency representatives, and auditors

The Administrator of Finance is expected to possess and employ these qualities:

- a Bachelor's degree in Accounting, Finance, or a closely related discipline (an MBA would be a plus)
- experience, or at minimum a strong desire, to support a non-profit corporation
- CPA or CMA designation (MBA may be an acceptable alternative depending on experience)

- five or more years' experience in accounting and finance with responsibility for many the functions shown above in the role description
- demonstrated analytical, reasoning, and problem solving skills
- demonstrated leadership ability and executive presence
- excellent social skills, communication skills, and emotional intelligence with the ability to relate appropriately with a widely diverse staff, customer base, and sphere of business partners
- thorough knowledge and understanding of GAAP and compliance with federal and state accounting, tax, payroll and regulatory laws, rules, and regulations

Prospectus Berco is an equal opportunity employer, a drug-free workplace, and a recipient of state and federal funding.