



Financial and Administrative Director

The Hudson Valley Regional Council (HVRC) is seeking applicants for a full-time Financial and Administrative Director. HVRC is an organization of county governments comprising Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties. It is one of over 650 such councils in the United States. HVRC helps municipalities access and understand information and grants from the state and federal level, and provides technical assistance on environmental and sustainability programs, economic development, materials management, and water resources. Our programmatic areas are funded by the US Department of Commerce Economic Development Administration (US EDA), US Environmental Protection Agency (US EPA), New York Department of Environmental Conservation and its Hudson River Estuary Program, and the New York State Energy Research and Development Authority. HVRC also receives support from the county governments of the Mid-Hudson Region.

The Financial and Administrative Director will hold a key role in the organization by handling a wide range of financial, administrative, and human resources tasks. The individual will ensure the smooth operation of the organization, as well as oversee budget, finance, and the administration of grant-funded programmatic work. The individual will work closely with the Executive Director and Deputy Executive Director. (If the duties below do not represent the candidates' entire skill set, HVRC will consider an individual focusing on financial and grant contracting/administration as one part-time position and an individual focusing on administration and human resources as another part-time position.)

Duties of the Financial and Administrative Director will primarily include:

- Financial
 - Maintain financial books and records according to generally accepted accounting principles and organizational policies.
 - Ensure documentation and processes are in place for facilitating a smooth yearly financial audit, including working with auditors to manage processes.
 - Supervising proper recording of incoming and outgoing transactions.
 - Manage Accounts Payable/Accounts Receivable.
 - Prepare checks and process monthly payments.
 - Prepare the annual organizational budget.
 - Handle bank deposits.
 - Review and update revenue and expenditures.
 - Review, prepare, and process bi-weekly payroll.
 - Review, prepare, and submit quarterly and year-end state and federal tax documentation.
- Grant Contracting/Administration
 - Oversee the development and administration of agreements, memorandums of understanding, and contracts.
 - Draw down appropriate contract/agreement resources, reconcile agreements on a consistent basis, and submit timely program reimbursement requests to New York State, US EPA, the US EDA, and other public sector funding sources.
 - Monitor program budgets, including tracking and documenting matching funds, and prepare regular financial reports.

- Read and correctly interpret federal and state procurement regulations to maintain organizational compliance with said regulations. This includes the CFR, Office of Management and Budgets (FFATA and FSRS) agency implementation of those regulations, and the Uniform Guidance 2 CFR 200 and audit regulations.
- Maintain fiscal oversight of programs.
- Analyzing proposals, awards, and agreements for compliance and consistency with federal and state laws and regulations, institutional policies, grant compliance restrictions, and agency policies and procedures.
- Review of grant and vendor contracts and agreement prior to execution, and provide oversight and management of those agreements after execution as appropriate.
- Provide technical assistance to subcontractors as needed on contract billing, reporting, and compliance.
- Compile financial reports for the distribution of monthly and quarterly reports to Funders.
- Calculate and pursue Negotiated Indirect Cost Rate Agreement for HVRC with cognizant federal agency.
- Administration
 - Serve as the main point of contact for the HVRC office space.
 - Source new vendors as needed and maintain relationship with existing vendors, including obtaining W-9s and preparing 1099 forms, insurance certificates and similar information.
 - Manage office supply inventory, including obtaining quotes and purchasing additional supplies.
 - Handle mail and retrieve packages.
 - Manage and organize HVRC's physical and digital archives of files/documents.
 - Manage relationships with Board of Directors, from maintaining database and contact information to planning logistics for board meetings.
 - Handle all insurance arrangements.
 - Maintain IT and equipment inventory and facilitate new IT equipment upgrades and purchases as necessary, including managing relationships with all external technology providers.
- Human Resources
 - Maintain archives of employee and intern personnel records.
 - Review timesheets and keep PTO records.
 - Manage health insurance, retirement, and other staff benefit administration.
 - Assist with job postings, initial candidate screenings, and interview scheduling.
 - Organize and schedule compliance training for staff.
 - Assist in conducting annual performance evaluations.
 - Ensure HVRC follows all applicable local, state, and federal labor laws.
- Other Programmatic and Organizational Areas: Support HVRC team as needed.
- If the above duties do not represent the candidates' entire skill set, HVRC will consider an individual focusing on financial and grant contracting/administration as one part-time position and an individual focusing on administration and human resources as another part-time position.

The minimum qualifications are bachelor's degree in related field 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 public sector organization(s) or not-for-profits, including experience managing a Negotiated Indirect Cost Rate Agreement with federal agencies. The successful candidate must have excellent time management skills with the ability to handle 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 Online, Microsoft Office suite (Excel, PowerPoint, Word, Outlook, Teams; Access a plus) and other web-based project management and tracking systems, with the ability to learn new applications. Assessment of these skills will be part of the application process. The application process will also include a background/credit check.

The estimated starting salary range for this full-time exempt position is \$65,000-\$80,000 and will be commensurate with experience. Benefits include health, dental, and vision insurance, 14 paid holidays, and PTO, including sick, personal, and vacation. HVRC staff must live in the seven-county Mid-Hudson Region of New York. This position will begin with an in-office schedule in the Newburgh office, with the possibility of transitioning to a modified hybrid schedule. This position reports to the Executive Director and works closely with the Deputy Executive Director.

HVRC is an equal employment opportunity employer. HVRC 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.

HVRC 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 HVRC aware of their need for an accommodation as soon as it arises. HVRC will work with each individual to define their job-related needs and to try to reasonably accommodate those needs.

Please email your cover letter, résumé, and three references to the attention of Deputy Executive Director Eleanor Peck at epeck@hudsonvalleyrc.org by March 31, 2025. Interviews will be scheduled immediately thereafter.

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