



*Full-Time Position – Immediate Availability*  
**FINANCE & OFFICE MANAGER**

*NYDIS is a 501(c)(3) faith-based federation of faith communities, human services providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City.*

**Duties include:**

- Manage *Paychex* payroll & insurance benefits for staff of eleven
- Perform general *Quickbooks* office bookkeeping and check writing functions
- Liaise with consultants and contracted services (firms/staff as needed)
- Oversee general office management including the ordering of office supplies
- Track grant distributions to clients in collaboration with Sandy Recovery Staff
- Maintain financial records for emergency grants and loan program
- Maintain confidential personnel files
- Provide administrative support for executive staff
- Make travel arrangements for all staff and track petty cash and expense reports
- Provide logistical and event-planning support for conferences and trainings
- Perform the duties of Recording Secretary for the Board of Directors
- Other duties as may be assigned by executive staff

**Qualifications include:**

- Expert in *Quickbooks*, and non-profit financial management
- Proficient at Microsoft Office, particularly Excel, Publisher, PowerPoint and Outlook
- Exceptional communication and interpersonal skills, in person and on the phone
- Excellent oral and written communications skills – particularly in proofreading
- Highly organized and detail oriented
- Positive energy and ability to work collaboratively with a small staff
- Experience working with not-for-profits and/or religious institutions (preferred)

**Education and/or Experience:**

- Bachelors degree required
- 3-5 years experience in non-profit finance and office administration

Salary range is \$50,000-\$60,000 commensurate with experience, plus excellent benefits

**No Phone Calls**

**Send Cover Letter & Resume to [office@nydis.org](mailto:office@nydis.org)**

*All qualified candidates should apply – candidates from ethnic and religious minorities are strongly encouraged to apply. NYDIS does not discriminate against any individual or group for reasons of age, color, creed, culture, gender, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.*