



Position Available: Finance Associate (Full-time)

Overview of the Organization:

Chhaya is the only South Asian and Indo-Caribbean Community Development Corporation (CDC) in the nation. Our mission is to build community power, housing stability, and economic well-being of the South Asian and Indo-Caribbean communities in New York. Since our founding in 2000, Chhaya has helped prevent hundreds of foreclosures; assisted first-time homebuyers in obtaining thousands of dollars in down-payment assistance, led the basement legalization campaign in New York City, provided individuals with key immigration services to better navigate daily life, empowered families with financial management tools and skills, and fostered the civic engagement of thousands of South Asian and Indo-Caribbean New Yorkers. As a leader in New York City's housing and economic justice sector, Chhaya is poised for significant organizational growth and development. Our main office is in Jackson Heights and we have a second location in Richmond Hill - two neighborhoods with vibrant South Asian and Indo-Caribbean communities.

Summary of the Position:

Chhaya's Finance Associate will be responsible for managing the financial activities of the organization, including but not limited to financial analysis and planning, accounting operations and reporting, budgeting and external audits. As part of the finance team, the Finance Associate will work in partnership with the management team, CPA accountants, and the board finance committee to manage our finances, ensure accurate and timely reporting, and dependable budgeting and forecasting. This role will work with other departments to build and strengthen systems that underpin organizational success. This role will have key operational responsibilities for administration, finance, and people operations. The Finance Associate will also help support the management of some of Chhaya's key relationships including board of directors, funders (government, foundations, corporations, and individuals), key vendors and consultants, and partner organizations.

This role reports to the Managing Director.

Key Responsibilities:

- Support the creation and management of the organization's annual, grant, and programmatic budgets and forecasts, including monthly cost allocations
- Oversee and manage all grant invoicing and financial reporting for all funders with accuracy and in a timely manner
- Oversee and manage accounts payable, expense report processing, monthly financial reporting and bank reconciliations, grant audits, annual audits and tax return filings
- Strengthen and oversee internal financial reporting and review processes; monitoring financial performance, and providing projections and analyses for individual programs and holistically for the organization
- Work to ensure that financial policies and procedures adhere to contractual requirements and industry standards
- Coordinate with the development team to support fundraising efforts and provide visibility over funding gaps



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Community Development Corporation

- Work in partnership with the Operations Manager to manage vendor relationships, vendor contracts, people operations management (including onboarding and offboarding staff, benefits management), and overall operational support
- Work in partnership with the Operations Manager to develop and enhance key administrative systems, including people operations, professional development, financial management, and operations to support organizational sustainability

Qualifications:

- One to two years of financial management experience, preferably including experience with managing organizational budgets, planning, book-keeping, and financial reporting to senior management,
- Experience with city, state, and/or federal government grant management, including grant registration, invoicing, and grant audit management, preferred
- Experience with accounting software, intacct, bill.com, ADP Run, or other payroll processing software
- Advanced knowledge of excel and google sheets
- Experience with financial reporting and presentation of financial statements to stakeholders, including grant-makers, internal teams, board members, etc.
- Experience creating, implementing, and overseeing complex initiatives with multiple partners
- Excellent time management and prioritization skills
- Skillful relationship manager with the ability to navigate sensitive and politicized spaces, relationships, and decision-making
- Excellent communication, public speaking, meeting facilitation, and writing skills
- A self-starter with an entrepreneurial spirit with a passion for organizational growth and progress
- Integrity, compassion, and principled leadership
- Thrives on making an impact with a passion for social justice
- Educational background/coursework in accounting
- Knowledge of South Asian, Indo-Caribbean, or immigrant communities
- Fluency in South Asian language(s), preferred.
- Sense of humor – a plus

Salary Range: \$45,000 - \$55,000

To Apply: Please send a cover letter, resume, and two references to careers@chhayacdc.org with the subject line "Finance Associate – Application".

Chhaya CDC is an equal opportunity organization that celebrates and embraces diversity. Chhaya does not discriminate on the basis of caste, race, religion, color, sex, gender identity, sexual orientation, age, or any other identities covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.