

The Women's Community Revitalization Project (WCRP), a non-profit committed to social and economic equity for low-income women and families, is hiring a Finance Director. The Finance Director is a regular, full-time, exempt position. This role leads strategic and operational aspects of the organization's finances and effectively communicates the results, issues, and opportunities to all stakeholders. The Finance Director ensures compliance and sound internal controls while fostering a culture of support and collaboration with finance and across departments. The Finance Director also participates in the short- and long-term financial planning of the organization as well as the strategic planning process and quality improvement process.

The Finance Director reports to WCRP's Executive Director and is a key member of organization's senior leadership team.

**Key Responsibilities**

- Develop multi-year financial projections.
- Oversee and direct the preparation of the annual budget.
- Oversee implementation of financial plans and annual budgets for each department and provide needed information for reports to funders.
- Develop and oversee adherence to allocation methodologies.
- Assist in preparation of annual tax filings.
- Manage organization cash flow.
- Maintain proper cash balance reserves for WCRP operations.
- Maintain an aged A/R and A/P report for all invoices.
- Establish tracking system for outstanding receivables.
- Maintain monthly receivable, payable and cash balance reports.
- Develop monthly statements of financial position and activities.
- Lead annual audit preparation, liaise during all audit phases.
- Work with Executive Director to staff finance committee.
- Maintain financial records of development ventures from pre-development through construction.
- Assist auditors with cost certification and initial tax returns for each development.
- Attend property management finance meetings with asset manager, assistant property manager and bookkeeper.
- Assist property management accountant as needed to prepare for annual audits for properties.
- Supervise bookkeeper.
- Attend management team, finance committee and board meetings.

**Preferred Experience & Skills**

- Bachelor's Degree in Accounting or Finance required.
- Three (3) to five (5) years of experience in a senior financial position required.
- Must be proficient in affordable housing development finance and property management accounting.
- Must be proficient in QuickBooks.
- Proficiency with Microsoft Office Suite with advanced skills in Microsoft Excel.
- MBA and/or CPA a plus.
- Experience with Yardi (property management software) is preferred.
- Experience in the nonprofit sector a plus.
- Strong knowledge of GAAP as applied to nonprofit accounting.
- Ability to translate detailed information and utilize advanced spreadsheet reporting tools to enhance and simplify analysis.
- Ability to communicate in a clear, friendly, professional and proactive manner.
- Ability to multitask and meet deadlines.
- Ability to lead a team, build relationships, and resolve conflicts.

**Location & Schedule Information**

This is a full-time position based in our Philadelphia office with the potential for some hybrid work, recognizing that impactful organizing requires face-to-face engagement. Regular hours are Monday to Friday from 9:00 AM to 5:00 PM, along with evening meetings (an average of two (2) per month) and occasional weekends. Hours can be flexed to account for evening and weekend work.

## **Compensation**

The salary range for this position is \$100,000-\$140,000 annually along with a competitive benefit package that includes four (4) weeks paid vacation, nine (9) holidays, ten (10) sick days, four (4) personal days, employer-sponsored health, dental and vision coverage (for full-time employees and qualified dependents), 403(b) retirement fund and opportunities for professional development.

## **How To Apply**

Please submit a resume and cover letter to Lorissa Luciani, PP, AICP, Executive Director at [lluciani@wcrpphila.org](mailto:lluciani@wcrpphila.org).

## **About the Women's Community Revitalization Project (WCRP)**

WCRP is a non-profit organization committed to social and economic equity for low-income women and families. Founded in 1986 as Philadelphia's first and only women-led community development organization, the organization has grown to become a nationally recognized, innovative developer that has built more than 350 affordable rental homes and established the Community Justice Land Trust (CJLT) to protect the long-term affordability of homes. The organization also leads community organizing campaigns aimed at shaping public policy outcomes, to date winning more than \$800 million for affordable housing in Philadelphia. WCRP also manages its properties and provides supportive services to tenants and communities throughout Philadelphia.

*Women's Community Revitalization Project believes in creating a more equitable playing field for applicants and values the depth of relevant skills built through successful education, work, and life experiences. If your background and skills are a close match for this position, you are strongly encouraged to apply.*

*Women's Community Revitalization Project is committed to further building and maintaining a staff that reflects the full range of communities we serve and is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Women's Community Revitalization Project encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or immigration status, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color, lesbian, gay, bisexual, queer, transgender and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with disabilities, protected veterans, and formerly incarcerated individuals and individuals living with HIV are all encouraged to apply.*