



Finance Director

Location: 3049 East Genesee St. Syracuse, NY (On-Site)

Schedule: Monday-Friday

Job Type: Full-time

FLSA Status: Exempt

Pay: \$90,000.00 - \$110,000.00 per year

About Jowonio

At Jowonio School, we believe children of all abilities deserve to learn and grow together in an inclusive, supportive environment. For over 50 years, Jowonio has been a leader in inclusive education and developmental support services in Central New York.

We are seeking an experienced, collaborative, and mission-driven Director of Finance to oversee the School's financial operations and support the long-term financial health of our organization.

This is a key leadership role that works closely with the Executive Director, leadership team, Board of Directors, and external partners to ensure strong fiscal stewardship across a complex nonprofit educational environment.

Transition Timeline

This position is expected to begin in November 2026 as part of a planned leadership transition. The selected candidate will work alongside the current Finance Director during a structured onboarding and knowledge-transfer period through the beginning of 2027.

To support a successful transition, the position will initially begin at approximately 50% FTE, with hours gradually increasing over the course of the transition period as responsibilities shift to the new Director of Finance. The role is expected to transition into a full-time schedule in February 2027.

This phased approach is intended to provide meaningful training, continuity, and support as the new Director assumes responsibility for the School's financial operations, audit processes, and annual Consolidated Fiscal Report (CFR).

What You'll Do

As Director of Finance, you'll oversee the financial operations of Jowonio School and serve as a strategic partner to the Executive Director, leadership team, and Board of Directors. You'll ensure the organization's financial stability while supporting informed decision-making through accurate reporting, thoughtful planning, and strong fiscal stewardship.

Key responsibilities include:

- Leading the School's day-to-day financial operations, including accounting, cash flow management, banking relationships, accounts payable and receivable, and financial recordkeeping.
- Developing and managing the annual operating budget, monitoring financial performance throughout the year, and providing budget-to-actual reporting and financial forecasts.
- Preparing monthly and quarterly financial reports for the Executive Director, Finance Committee, and Board of Directors, while identifying trends, opportunities, and potential financial risks.
- Overseeing payroll administration and benefits-related financial activities for approximately 100 employees in collaboration with Human Resources and administrative staff.
- Managing government billing and reimbursements, including Universal Pre-K (UPK), Section 611/619, county-funded preschool services, OPWDD programs, tuition revenue, and other funding sources.
- Providing financial oversight of grant-funded programs by developing grant budgets, monitoring expenditures, ensuring compliance with funding requirements, and completing required financial reporting.
- Coordinating the annual independent financial audit by preparing schedules, supporting documentation, and working closely with external auditors.
- Preparing and submitting the annual New York State Consolidated Fiscal Report (CFR), ensuring accurate allocation of revenues, expenses, staffing, and program costs.
- Serving as the financial lead for Friends of Jowonio by overseeing accounting, reconciliations, financial reporting, and interagency transactions.
- Administering the School's 401(k) retirement plan and overseeing benefit-related financial obligations, insurance payments, and other organizational financial commitments.
- Collaborating with the leadership team to support strategic planning, organizational sustainability, and continuous improvement of financial systems and processes.

What We're Looking For

Required Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- Five or more years of progressively responsible financial management experience
- Experience preparing and managing organizational budgets
- Strong knowledge of accounting principles and financial reporting
- Excellent analytical, organizational, and communication skills
- Ability to communicate financial information clearly to leadership and governing boards

Preferred Qualifications

- CPA, Master's degree, or other advanced financial certification
- Experience in nonprofit accounting
- Experience with government funding, grants, or education finance
- Experience working with Boards of Directors or Finance Committees
- Familiarity with payroll systems and employee benefit administration

Why Join Jowonio?

At Jowonio, your work directly supports children and families in our community. You'll join a collaborative leadership team that values transparency, innovation, and continuous improvement while helping guide the financial future of one of Central New York's most respected nonprofit organizations.

To learn more about us, please visit www.jowonio.org

Jowonio School is an Equal Opportunity Employer and is committed to building a diverse and inclusive workplace. We welcome applicants from all backgrounds and encourage individuals who share our mission to apply.

Benefits

- 401(k) with matching
- Comprehensive medical, dental, and vision insurance
- HRA and FSA options
- Employee assistance program
- Company-paid life insurance and LTD
- Paid Time Off
- A mission-driven and collaborative workplace
- Meaningful leadership opportunities
- The opportunity to make a lasting impact on an organization serving children of all abilities