



Job Description

Hoboken Business Alliance – Director of Finance and Operations
Hoboken, New Jersey
Full-Time: Salary range \$90,000 – \$105,000, based on experience

About The Organization

The Hoboken Business Alliance (HBA), a Special Improvement District (SID) created by the Hoboken City Council in 2020, is a driving force committed to strengthening Hoboken's business landscape and enhancing the local economy through collaborative alliances. The HBA provides supplemental sanitation services, beautification programs, marketing, a host of community events and activations, as well as business and economic development support; and invests in Hoboken as a place where everyone can shop, dine, play, and stay. The assessment budget is approved annually by the Hoboken City Council, and for FY2025 is \$2.7MM.

About The Role

Reporting to the Executive Director, the Director of Finance and Operations is responsible for the financial management of the organization as well as the outdoor operations, including sanitation and beautification. The Director of Finance and Operations is responsible for ensuring the HBA delivers successful programs and services to the district with sound financial management on behalf of the Board of Directors.

Major duties include:

Financial Management

- Managing the integrity, financial record-keeping and fiscal soundness of the organization, including the further development of best practices and policies;
- Preparing the budget, working with staff to assure adherence to program budgets, and providing the Board and Executive Director with monthly financial reports, operating statements, and budget analysis;
- Overseeing the HBA's outside bookkeeper and using QuickBooks Online to prepare necessary reports and analysis;
- Overseeing the creation and implementation of contracts with third-party vendors and ensuring timely payment of vendors and other service providers;
- Responsible for compliance with all regulations including the coordination of an annual audit, 990 tax filing, CR200 tax filing, annual commercial insurance renewals, public notices, and any other regulatory paperwork;
- Acting as the OPRA Custodian and maintaining clear and comprehensive records according to the organization's records retention policy for oversight and audit purposes.



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Outdoor Operations Management

- Managing district services including, but not limited to, sanitation contracts, landscaping contracts, snow removal contracts, rodent mitigation contracts, banner installations, and placemaking installations;
- Managing third-party vendor relationships and working with vendors to evaluate and report on the success of each program;
- Coordinating the procurement process by identifying vendors, preparing RFPs, reviewing responses, and managing the vetting and selection process;
- Maintaining the quality control of district services by conducting monthly and quarterly audits of the streetscape of Hoboken. Overseeing and managing street furniture including, but not limited to, CitiBins, banners, holiday lights, and placemaking décor;
- Serving as the point person with the City of Hoboken Director of Parks, Recreation, and Public Works, Director of Parking & Transportation, Director of Climate Action & Innovation, and provide monthly updates to the City of Hoboken;
- Supporting the Executive Director and program staff with the coordination and delivery of operational services for place-management, streetscape and capital improvements, special events and promotions.

District Data Tracking & Reporting

- Collecting, cataloguing, and resolving constituent concerns related to operations (i.e. graffiti, trash, rodent activity, etc.);
- Defining and tracking program metrics and preparing monthly and quarterly reports and presentations for HBA staff and Board of Directors;
- Assisting with the implementation of a CRM system for centralized data and contact management;

Organizational Management

- Supporting the Executive Director in the annual, long-range and strategic planning for the organization;
- Assisting the Executive Director and Board President with all Board of Director operations including board meeting preparation and execution;
- Maintaining close relationships with a variety of constituents, including familiarity with local and state leadership. Track and report on various public and private initiatives that affect the HBA constituency;
- Acting as a point of contact for the district's merchants, tenants, and property owners.

Other duties as required.

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Professional Qualifications

The ideal candidate will have a minimum of 5 years' experience in leading and managing financial and operational services including budgets and contracts in excess of \$1M. Experience in constituent services, public or intergovernmental relationships, project management, and/or strategic planning is preferred. Knowledge of Special Improvement Districts, New Jersey and the City of Hoboken municipal structures and policies is a plus.

The Director of Finance and Operations will hit the ground running with an immediate focus on developing sound financial policies and procedures, and setting up sound data collection, tracking, and performance metrics for service delivery and baselining existing conditions in the district. The ideal candidate is highly organized, comfortable working directly with members of the public, businesses, and city and public officials, and can exercise sound judgement and work with minimal oversight in furtherance of the Alliance's mission and vision for Hoboken.

Additional requirements:

- Proficiency with QuickBooks Online, accounting principles, and Microsoft Excel.
- Ability to work nights and weekends as needed.

Benefits and Compensation

Compensation: The annual salary range for this role is \$90,000 – \$105,000 with the potential for performance-based compensation following annual review.

Benefits include:

- Comprehensive healthcare (medical/dental/vision)
- 401K plan with 5% match
- Life insurance
- Transit benefits
- Twenty days of PTO (one week eligible to carry over); Fifteen days sick leave; Fourteen paid holidays aligned with the City of Hoboken
- Flexible work hours and work from home opportunities
- Professional development opportunities

How to apply: If you are interested in joining the HBA team, send a cover letter and resume, as pdf attachment, to the attention of Hiring Manager, at careers@hobokenbusinessalliance.com with "Director of Finance and Operations" in the subject line.