

CAPIC JOB VACANCY



Director of Finance

Our mid-size non-profit is seeking an enthusiastic professional to join our diverse and dedicated management team. The Director of Finance is responsible to oversee the entire accounting department and staff as well as the Agency's real estate entity. The Director of Finance will ensure that the appropriate and required systems are in place and operating in order to maintain fiscal integrity and meet contract compliance and standard's requirements.

Primary functions include:

- Maintaining financial systems
- Monitoring and developing fiscal policies
- Maintaining the agency's system of internal controls, budgeting and cash flow
- Financial analysis including examination of potential growth opportunities
- Contract management and financial reporting to various stakeholders including: the Agency's Board of Directors, grantors, and private and public investors
- Prepare and submit financial reports
- Provide training to Program Directors in monitoring expenditures and in use of data collection systems
- Interface as liaison with the Agency's public accounting firm to arrange for annual audits, tax and other required services
- Monitor and report program expenses
- Perform internal audit function to the extent agreed upon with the Executive Director
- Participate in monthly Finance Committee meetings and Board of Director meetings. Prepare financial reports and budgetary updates for each group

REQUIREMENTS:

- BS degree in Business Administration, Finance or Accounting
- 10 years of progressive financial leadership experience in non-profit financial management
- Working knowledge of Federal and State regulations governing non-profit reporting and compliance with government contracting, Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Good understanding of double-entry bookkeeping and accounting, including accounts payable, accounts receivable, account reconciliation
- Experience using computerized accounting system (Abila, MIP, Harpers & grant accounting software)
- Good communication skills and ability to work with staff, private and public investors, and vendors
- Experience working with state and federal contracts
- Experience preparing a UFR, Form 990 and other required filings

EXCELLENT BENEFITS:

- Health, Dental, 403B, FSA, Aflac, Vacation, Personal and Sick days
- Salary is range \$90,000 - \$100,000 and benefits are competitive

Submit cover letter, resume and letters of reference to lclgart10@gmail.com or by mail to

CAPIC, Inc.
Executive Director
100 Everett Avenue Unit 14 Chelsea, MA 02150

COVID-19 considerations: To keep our employees as safe as possible, we have installed clear plastic barriers, provided masks, gloves, gowns, & hand sanitizer. We are also not open to the public and work in scattered shifts to limit the number of staff in the office.

