

The Transformation Center

Job Description
Finance Manager
12-11-17

Job Title:	Finance Director	Status:	PT - 24 hours
Program:	The Transformation Center	PT Salary:	\$40-42K (68-70K@FT)
Team Assignment:	Administrative Support Team -agency-wide	Supervision Group:	Admin team
Responsible to:	Executive Director Coordinates with Director of Organizational Development	Classification:	All Peer Support, Training, Policy G&A, Fundraising

POSITION SUMMARY

Office Location: Boston/Roxbury with monthly required travel to Worcester (T accessible)

The Finance Director holds overall responsibility for budgets, contracts, and for ensuring that systems and processes are handled to ensure integrity and accountability to standards set for 501(c)3 nonprofits in the Commonwealth of Massachusetts. This agency leader is supervised by the Executive Director and staffs the Finance Committee of the Board of Directors. Working closely and collaboratively with the Director of Organizational Development, the Finance Director also ensures that agency practices are responsive to the needs of programs and workforce. Responsible for supervision of the Administrative and Finance Manager and manages subcontracted financial services in Worcester MA.

BENEFITS

Full-time employees are eligible for medical, dental, life insurance and vacation and sick leave after successful completion of the introductory period of ninety (90) days.

EQUAL EMPLOYMENT OPPORTUNITY

The Transformation Center provides equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

APPLICATIONS

To apply for this position, please email a resume and cover letter to Amina Scott, The Transformation Center Finance and Administrative Coordinator at aminas@transformation-center.org.

ESSENTIAL RESPONSIBILITIES

Supervision and Leadership

- Ensure regular reporting to the Board of Directors, Executive Director, Director of Organizational Development and Director of Programs;
- Directly manage and ensure financial controls, record keeping and reporting of the organization;
- Develop and monitor budgets, monitor contracts and invoicing, vendors, bank accounts and expense auditing;

- Supervise the Administrative and Finance Manager meeting one-to-one weekly to address tasks, timelines and provide feedback and support;
- Work in collaboration with on site and off site teammates ensuring empowerment, cohesiveness, efficiency and accuracy;
- Supervise and manage a financial services contract in Worcester MA;
- Ensure financial, personnel and other organizational records are maintained with accuracy and security and in keeping with state and federal law; work closely with staff and Board to ensure that preparation for the annual audit is streamlined and complete.

Contract, Business and Budget Management

- Develop the overall agency budget on an annual basis for the organization in collaboration with the Executive Leadership; Ensure adequate cash flow via budget planning, regular invoicing, timely deposits, regular communication with senior managers and providing for growth of the organization's reserve account;
- Provide regular budget to actual income and expense statements and financial planning tools to senior managers to facilitate their management activities;
- Ensure that all financial and written reports meet contract/grant requirements;
- Prepare and distribute financial and operational reports to the board of directors in a timely manner prior to Finance Committee and Board of Director meeting and as requested;
- Provide staff support to the Finance Committee of the Board of Directors and attend Board and Finance community meetings as requested by ED/Treasurer or Director of Organizational Development;
- Other tasks as assigned

Human Resource Management

- Oversee the administration of employee benefits; work with the Human Resource Manager and the Administration & Finance Manager to ensure negotiation achieves a cost-effective fringe benefit package on an annual basis and as needed that meet the philosophy and means of the organization; coordinate with providers of workers' compensation insurance, health and dental insurance and the EAP on behalf of employees.
- Internally monitor and externally partner to achieve accuracy with employee time accrual.
- Ensure that employees are paid accurately and on time; monitor/oversee benefit time accrual and use, ensuring documentation and regular reporting of it to employees.
- Ensure that employees have ready access to income verification letters and financial reports necessary for those who live in subsidized housing, receive SSI / SSDI /VA benefits, or use Social Security Work Incentives.
- Ensure timely and user-friendly resources are available to staff to maintain accurate records, access reimbursements and benefits; ensure that employees have ready access to tools that support their effective record keeping with regard to income, food & housing security programs.

