

Vice President of Finance - Central Administration - \$3,000 Bonus

Boston, MA Req #1296

\$3,000 bonus - \$1,500 after 3 months, \$1,500 after 6 months

Job Summary:

Your position as the VP of Finance is to provide support to the program and services divisions by overseeing the Accounting Functions of Bay Cove. Your job is to provide for the day to day administration, management, development, oversight, and operations. The VP of Finance is tasked to manage Bay Cove's accounting functions & financial reporting in an accurate, complete, and timely manner.

This is an Exempt Position.

Reports To: CFO, SVP Finance

Requirements for the Position:

Personal Characteristics:

- Demonstrated ability to work effectively and collaboratively with a culturally diverse population.
- Demonstrated supervisory and management experience.
- Ability to work collaboratively as a member of multi-departmental and cross-function teams.
- Ability to work as an effective change agent.
- Professional documentation and communication skills, as well as demonstrated organizational skills.
- Ability to negotiate and resolve differences.
- Ability to function under pressure in a fast-paced project management environment.
- Ability to be flexible, open and responsive to ongoing industry changes.
- Ability to articulate and communicate Bay Cove's mission and strategic direction in a consistent and enthusiastic manner to departmental staff.
- Ability to identify opportunities and challenges and develop effective, creative solutions to pursue opportunities.
- Physical capacity to be mobile and move between various Bay Cove locations and when necessary to attend meetings at various locations within and without the Bay Cove organization.

Other Qualifications:

- An acceptable CORI (criminal record assessment).
- Have a CPA and/or Master's Degree from an accredited School or College with a major in Accounting, Finance, or related field.
- Have at least 10 years of financial management experience with a minimum of 5 years in a senior management position. Experience with a non-profit organization preferable.
- Have experience with GP Dynamics General Ledger System or other comparable system and Microsoft Excel.
- A COVID-19 vaccination is a requirement of the position. One COVID-19 shot is acceptable, contingent on the individual receiving the second shot within the allotted time frame.

Essential Functions of Position:**Supervises Responsibilities:**

- Ensure that all Controller area staff is appropriately supervised and trained according to Bay Cove Personnel Policies.
- Supervise and support direct report staff through regular/weekly or bi-weekly supervisions, staff meetings, direct observation and periodic and annual written evaluations.
- Establish annual goals and objectives for all direct report staff and ensure that these goals are consistent with Central Administration's annual goals.
- Routinely assess existing personnel and determine whether resources are sufficient for accounting requirements of the agency. Make recommendations for any necessary changes and interview and hire staff as needed.
- Ensure provision of appropriate staff coverage during operating hours.
- Ensure appropriate supervision of all contract and temporary accounting staff.
- Ensure that all evaluations for your team are submitted to HR by the deadline for Central Administration.

Administrative & Financial management Responsibilities:

- Oversee the management of the accounting functions of the organization which includes Payroll, Accounts Receivable, Accounts Payable, Fixed Assets and Financial reporting and HUD financial statements.
- Manage the relationship with the auditors and coordinate the annual audits for BCHS/CASPAR/Growthways, the HUDs, and our 403(b) plan.
- Ensure all required filings of the 990s, Mass PC, 5500s, Census and CEDAC are done on a timely and accurate basis.
- Manage the relationship with Banks, CEDAC and other financial organizations regarding Account Management and Maintenance and ensure all annual, quarterly and monthly reports are filed in accordance with loan covenants.

- Responsible for the cash management function of the organization.
- Produce the monthly financial statements, including the detailed P&L's and Balance Sheet by no later than the 16th business day of the month.

Department Management and Operations Responsibilities:

- Meet regularly with the CFO and the Director of Budgets and Contracts to coordinate financial matters and to jointly propose policies and procedures relating to administrative office functions.
- Oversee the Accounts Receivable functions of the agency.
- At least annually review and update accounting protocols and oversee proper implementation.
- Identify and manage new projects to improve the efficiency of the accounting area.
- Monitor that departmental expenditures are within the approved department budget.
- Assist in the development and administration of policies and procedures for both the agency and the department.
- Ensure Controller area staff's knowledge and compliance with agency policies and procedures.
- Ensure agency's compliance with municipal, state and federal agency regulations and statutes relating to accounting and financial reporting.
- Ensure that contact with outside agencies is provided in a professional manner on an ongoing basis.
- Maintain a positive and professional relationship with governmental agencies, colleagues, and funding sources.
- Ensure that agency and regulatory standards are met and maintained.
- Follows and implements all program safety procedures.
- Complete other duties and projects as assigned by the CEO and the CFO, SVP Finance.

Other Professional Requirements:

- Attends required orientation and trainings, including supervisor training and attends local conferences and seminars in order to stay current with regulatory and accounting changes.