

MAPS JOB POSTING

POSTING DATE: May 2018

CLOSING DATE: Open until filled



POSITION TITLE: Senior Manager of Finances (Full-Time)

The Senior Manager of Finances is a hands-on, active member of the organization’s management team who provides leadership and support in the following areas: finance, budgeting and contracting. She/he plays a critical role in partnering with the senior leadership team of the organization in strategic decision making to enhance organizational effectiveness.

Reports To: Executive Director

QUALIFICATIONS:

Education: Bachelor’s degree in Accounting, Finance, or Business Management.

Experience: Two to three years of experience working with Financial / Accounting systems in non-profits. Sound knowledge of generally accepted accounting principles; Knowledge of the non-profit sector
Competency in the use of QuickBooks and Excel Spreadsheets.

The ideal candidate has the following qualifications and experience:

- Budget development using excel spreadsheets
- Manage financials and prepare financial reports using QuickBooks.
- Keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of MAPS
- Understands ethical behavior that is consistent with the values of the organization

RESPONSIBILITIES:

- Analyze, prepare and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; gather and prepare financial reporting materials for all funders and donors, and oversee all financial, project/program and grants accounting.
- Manage the contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements;
 1. Accounts Receivable - Prepares monthly invoices for funders, tracks all revenues, conducts regular follow-up on non-payments of invoices, and interacts with funders to oversee contracts
 2. Accounts Payable - Enters vendor invoices, tracks all expenses and processes checks for payment

MAPS Senior Manager of Finances – Job Description

3. Bank Reconciliation on a Monthly basis
 4. Manage organizational cash flow and forecasting
- Oversee Payroll - Process employee payroll on bi-weekly basis
 - Supervise part-time Finance manager and other clerical support as necessary.
 - Coordinate and lead the annual audit process with independent CPA auditor
 - Work with ED to prepare annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status
 - Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
 - Effectively communicate and present the critical financial matters to the Executive Director and Board of Directors, including attending monthly Board meetings
 - Work closely and transparently with all external partners including third-party vendors and consultants
 - Create grant and contract proposal budgets and provide other finance-related documentation for funding applications, working closely with Program Directors, Executive Director and Development staff
 - Participate in organizational fundraisers and at least one fundraising committee
 - Performs other duties that may be required

Salary Range: This professional full-time position has a starting annualized salary range, commensurate with experience and qualifications, of \$60,000 - \$70,000 (plus Fringe Benefits).

To apply for this position: Please send resume and cover letter to:

MAPS Personnel Office
1046 Cambridge St.
Cambridge, MA 02139

E-mail: jobs@maps-inc.org
or via fax to 617-864-7621

For more information: www.maps-inc.org

Affirmative Action/EOE