



**East Boston
Social Centers**

When all give, all gain. | EST. 1918

Job Opening Chief Financial Officer

New hires receive a sign-on bonus of \$500 (after taxes) in their first paycheck and an additional \$1500 when they complete 6 months of employment

East Boston Social Centers is a multi-service agency and community center that cultivates community, belonging, and joy. Founded in 1918 to welcome and support immigrant families, East Boston Social Centers continues to proudly embrace “welcome” in all we do. Our core services range across educational, social, and recreational programs to support the diverse community of East Boston and our neighbors of all ages. For over a century, our programs and services have welcomed neighbors of all ages, interests, and backgrounds through our doors. Each year, we provide direct programming for 3,000+ children, teens, and adults, with an additional 30,000+ people benefiting from our meeting spaces and community events.

"When all give, all gain." This is so much more than a motto at East Boston Social Centers. We seek to ensure all have an opportunity to give and to gain, and recognize the critical importance of being a diverse, equitable, and inclusive workplace and organization, where all belong. We actively seek and encourage a diverse and inclusive workforce that is reflective of our communities. We are strengthened by this vitality and wealth of life experiences. If you are encouraged by an opportunity to do your best work in an environment where your contributions are valued, come join us.

Reporting to the Executive Director, the Chief Financial Officer sets organizational financial strategy to provide for sustainable growth to meet the needs of our community, directs the Social Centers' financial planning and accounting practices as well as its relationship with lending institutions and the financial community by performing the following duties. This is a hands-on financial/accounting role closely aligned with the organization's long term goals and strategy.

Primary Responsibilities

- Directs and takes an active role in the organization's daily accounting operations including accounts payable, accounts receivable, cost accounting and payroll to ensure timeliness and accuracy.
- Is responsible for other activities and operations including budgeting, tax, long range financial forecasting, insurance, and fringe benefits for the organization
- Develops, implements, and maintains procedures and systems necessary to maintain proper records and to afford adequate internal accounting controls and services
- Manages, develops, and evaluates the work and results of department staff and oversees the reception staff to ensure a warm welcome to visitors
- Works with law firms on legal matters involving the agency and with benefits and HR providers and consultants to ensure competitive HR plans and programs.
- Leads the annual budgeting process and monitors progress throughout the fiscal year
- Develops budgets and designs financial procedures for new programs
- With auditors, prepares all financial reports required by local, state, and federal government agencies
- Prepares organization for annual audit and serves as primary liaison with auditors
- Administers government contracts and billing

- Appraises the organization's financial position and issues monthly and quarterly reports and statements on the organization's financial condition and other reports required by management
- Serves as the primary staff contact for the Finance Committee of the Board of Directors and reports periodically to them on financial matters
- Establishes and maintains contacts with financial institutions
- Actively participates on the Executive team and attends regularly scheduled meetings
- Performs other duties as required

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proven hands-on experience in accounting and financial management, including solid experience in developing, implementing, and coordinating accounts payable and receivable, general ledger, payroll, audit activities, reporting, budget development and analysis, and accounting for investments
- Demonstrated success at overseeing and maintaining sound budgetary and fiscal planning processes, including identification of innovative strategies that utilize the organization's resources to the fullest
- Strong hands-on operational skills with the energy, integrity, and desire to work in a dynamic and mission driven environment and a strong sense of urgency and results-orientation
- Demonstrated ability to plan and manage at both the operational and strategic levels
- Demonstrated experience working effectively with Board members, staff, vendors, and clients of different cultural and ethnic backgrounds
- Proven ability to effectively communicate in written, verbal, presentation and listening formats within a multi-cultural environment
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization
- Strong technology skills

Education/Experience

Requires Business or Accounting degree, MBA and/or C.P.A. preferred. Minimum of 5 plus years' experience in a senior accounting/finance management role in a non-profit organization or similar combination of education and experience. Strong knowledge of all aspects of non-profit accounting operations and best practices.

Compensation and Benefits

Target hiring range is \$110,000 to \$125,000 depending on education and experience. We offer comprehensive benefits including health and dental insurance, 403b retirement plan, 12 paid holidays, PTO (vacation, sick and personal days), Life/Short/long-term disability, childcare assistance, and more. The Social Centers has a family environment and embodies our motto "when all give, all gain."

To Apply:

Please send cover letter and resume to fritzau@ebsoc.org.

East Boston Social Centers provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.