Director of Finance & Human Resources

About SquashBusters
SquashBusters is a 30-year-old sports-based youth development program that uses a combination of squash, fitness, academic support and enrichment, community service, and mentoring to improve the lives of youth in Boston, Lawrence, and Providence. SquashBusters' mission is to challenge and nurture youth in these cities - as students, athletes, and citizens - so that they can recognize and fulfill their greatest potential in life. SquashBusters currently serves 500 middle school, high school, and post-secondary students. Middle and High School Students practice at least three days a week throughout the school year and participate in weekend practices, tournaments, and summer opportunities. After high school graduation, students join the Post-Secondary Services Program, and a dedicated staff team supports them in their chosen post-secondary path, and provides career development, internship placement, and employment opportunities. In Boston, programming takes place at the Badger-Rosen SquashBusters Center located on Northeastern University's main campus. In Providence, we work and play out of the Gorgi SquashBusters Center on the campus of Moses Brown School. In Lawrence, we have designed a facility, in partnership with the City of Lawrence and others, that broke new ground for the urban squash movement by placing SquashBusters directly inside a beautiful, new, 80-unit affordable housing complex on the banks of the Merrimack River in downtown Lawrence. Our core values are Love, Honesty, Attention to Detail, Teamwork and High Standards. Do these match yours?

Position Summary: The Director of Finance & HR (DFHR) serves as a critical leader for SquashBusters' (SQB), ensuring the organization is resilient, compliant, and mission aligned. The DFHR reports to the Chief Operating Officer (COO) and works under the guidance of the Finance & HR Subcommittee of the SquashBusters Board of Directors to orchestrate the financial, human resources, governance, compliance, risk mitigation, and operational activities of the organization. To maximize efficiency and effectiveness, the organization outsources many of the financial and human resources functions to third parties. The DFHR manages these vendor relationships and regularly evaluates them to ensure they deliver maximum value to SQB.

This role requires a combination of senior management presence, vision, precision, excellent communication, consistency, and the willingness and ability to work "hands-on" when necessary, in support of SquashBusters' mission to challenge and nurture under-served youth to recognize and fulfill their greatest potential in life.

Reports to: Chief Operating Officer
Supervisory Responsibility: Management of Third-Party Vendors
Home Office: Boston
Schedule: Full-time role with a hybrid schedule, requiring at least 3 in-person days/week

Responsibilities:

Finance

- Drive the financial strategy and fiduciary oversight for SquashBusters, Inc. and SQB Support Corporation.
- Ensure the keeping of accurate and transparent books of accounts, accounting records and procedures, funds, securities, and valuable documents of the Corporation.
- Ensure regular and timely audits of the financial records occur as required by law.
- Disburse the organization's funds in accordance with established policies and procedures.
- Make regular reports to the Board as requested or needed (not less than annually).
- Lead the organization in creating and obtaining Board approval for the annual budget.
- Manage third-party partners and vendors who perform any of the organization's financial functions to ensure timeliness, accuracy and cost-effectiveness. Conduct periodic reviews of vendors.

Human Resources

- Together with the COO, regularly review and update all employment-related policies and procedures.
- Oversee the implementation of organization-wide professional development, compensation, benefits and evaluation systems.
- In collaboration with COO and Department Directors, lead recruitment and hiring efforts as well as staff retention and appreciation initiatives.
- Onboard new employees to our HR, benefits, and payroll systems and ensure employee records, background checks, and certifications remain up to date.

Risk Management

- Optimize our operations to protect our community from preventable risk. Together with the senior management team, assess and regularly review all aspects of SQB's business to identify and mitigate risk to and from students, staff, facilities, vehicles, partnerships (including schools), vendors, board of directors, and donors.
- Work with our insurance providers to ensure SQB has the appropriate amount and types over coverage to meet our needs.
- Periodically present and review coverages with the Finance & HR Committee.

Governance, Board Support and Other Operations

- Oversee the timely and accurate preparation of all financial, legal and/or tax filings required by state and federal authorities.
- Support the Treasurer and/or Clerk of the Corporation in timely submissions of all required filings.
- Support the Chief Development Officer (CDO), the COO and the CEO to oversee the Development & Office Coordinator in the timely preparation and distribution of materials required for board meetings and subcommittee meetings.
- Work with the COO to establish and maintain a robust technology framework that ensures all IT initiatives align with organizational goals, regulatory requirements, and industry best practices.
- Act as a thought partner to Senior Leadership Team (CEO, COO, CDO) as well as site directors to identify areas for operational improvement. As needed and appropriate, participate in implementation.

SQB Expectations

- Develop and maintain positive, respectful relationships with all members of the SQB community.
- Communicate effectively, orally and in writing, with all SQB stakeholders as needed. Respond to requests and emails in a timely manner.
- Collaborate with others by working in a positive, constructive manner to further SQB mission and solve problems. Value the contributions of all members of the community.
- Represent and advocate for SQB in the community at large and take initiative to further SQB mission.
- Demonstrate a growth mindset by being consistently engaged and self-reflective, welcoming feedback to continually improve.

Core Competencies

- Exceptional leadership, management and communication skills
- Proactive style with a track record of successfully managing financial and operational projects
- Knowledge and understanding of nonprofit financial accounting
- Ability to work independently and thrive in a fast-paced environment
- An innovator, capable of creating or seizing opportunities to improve operational effectiveness
- Belief in SquashBusters' mission and passion for sports-based youth development
- A demonstrated commitment to diversity and inclusion; valuing a diversity of perspectives and backgrounds

Qualifications and Experience

- 7+ years of relevant professional experience
- 3+ years of experience in financial management/accounting at a manager or director level
- Track record of success in managing projects and systems to desired outcomes
- Proficiency with QuickBooks and an understanding of IRS regulations for nonprofits
- Experience coordinating annual audits preferred

Compensation and Benefits

- Annual salary between $82,500 - $107,500 commensurate with experience
- Retirement plan with employer matching
- 26.5 paid company holidays and days off plus an additional 16 vacation days (with some restrictions)
- Subsidized health, dental, and vision insurance available
- Free Employee Assistance Program, a cell phone subsidy, and public transportation and parking subsidies available

SquashBusters is an equal opportunity employer and strives to reflect the diverse community it serves. SquashBusters is committed to promoting diversity and inclusion and looks to all its staff members to foster and promote its values.