

Job Description: Director of Finance and Operations

Part time (20-30 hours per week, flexible schedule)

Location: Massachusetts or remote

The Organization

Founded in 2000, Strategies for Children (SFC) works to ensure that Massachusetts invests the resources needed for all children, from birth to age five, to access high-quality early education programs that prepare them for success in school and life. To achieve our vision, we leverage our core strengths in policy development and monitoring, constituency building and partnerships, research, advocacy, communications, and practice. We recently adopted a new four-year strategic plan to sharpen our focus for greater impact. SFC is recruiting individuals who want to join us in this mission and share a commitment to supporting young children and families while advancing Massachusetts' early learning systems. For more information, visit www.strategiesforchildren.org

Position Overview

The Director of Finance and Operations is responsible for all accounting, HR, and business management functions internal to the organization. Must be detail-oriented, independent, and trustworthy. SFC is a small nonprofit organization with a \$600,000 budget, three full-time staff, and four consultants/contractors.

Experience managing nonprofit finances, including accounting and payroll, strongly preferred.

Responsibilities in Finance include:

- **Budget** – Work with Deputy Director to create the annual budget for Board approval.
- **Audits** – Work with external auditors on yearly audit. Finalize year end numbers and prepare all audit documentation.
- **Financial Statements** – Review and produce monthly financial statements:
 - Accounts Payable Aging
 - Accounts Receivable Aging
 - Cash Report
 - Balance Sheet
 - P&L by Class – Month and YTD
 - P&L Actual vs. Budget – Month and YTD
- **Accounts Payable** – Update and maintain relationships with vendors, review and enter bills, process payments to vendors, filing system, managing files in Quickbooks. Update and maintain SFC's bill payment file with online portal log-in and passwords.
- **Accounts Receivable** – Set up grantees, invoicing, cash receipts, filing system.
- **Bank Reconciliations** – Monthly reconciliation of bank statements.
- **Programs/Classes** – Allocate revenue and expenses against program/classes – program, administration and fundraising.
- **Payroll** – Process payroll on a bimonthly basis.

Strategies for Children

- **Travel Expense / Reimbursement Reports** – Develop travel expense /reimbursement report in to correspond to travel policies. Require all documentation to be attached to travel expense report.
- **1099s** – Produce and distribute 1099s at year end.
- **Insurance**– Maintain all business insurance policies – WC, Property and D&O.
- **Training and Supervision** – For additional accounting personnel as needed.

Other reports deemed necessary by the ED, Finance Committee and/or Board of Directors.

Responsibilities in Operations include:

- **Human Resources**
 - Onboard new staff, and facilitate new hire orientation.
 - Update employee handbook and policies.
 - Review benefits packages (Health, dental, 401k, etc.) for best fit and manage benefits administration.
 - Work with Executive Director to update bylaws, including Board policies, term limits, and committee structure.
 - Lead development of new staff policies as needed.
- **Annual filings**
 - Process SFC's annual nonprofit filings (i.e., Form PC) with MA Secretary of the Commonwealth and Attorney General.
 - Support Executive Director with lobby reporting.
- **IT management**
 - Work with SFC staff and IT consultant to manage IT projects, including new equipment purchases, payment to vendors and subscription renewals.
- **Facilities**
 - Serve as lead point of contact with SFC landlord, Goulston & Storrs. Manage any office space and storage projects, working with SFC staff.

Salary Range: \$37,500-\$56,250

This position reports to the Deputy Director. Salary commensurate with experience. Competitive benefits package offered to eligible employees including health and dental insurance (at 30 or more hours per week), vacation and sick time, and 401K.

Strategies for Children is an equal opportunity employer. We are committed to building a dynamic organization that represents the diversity of the early education and care field. Individuals from under-represented groups are encouraged to apply. We are committed to equity and creating an inclusive environment for all staff.

Application

Applicants are encouraged to send a resume, cover letter, and a list of two references to **Titus DosRemedios** at tdosremedios@strategiesforchildren.org by December 15, 2021. Please include "Director of Finance and Operations" in the subject line. **Applications will be reviewed on a rolling basis and accepted until the position is filled.**