



Controller

About Us:

The Massachusetts Service Alliance (MSA) expands volunteerism and service in Massachusetts by providing individuals and organizations with funding, training, and support, which enables them to strengthen communities and make our Commonwealth a better place to live.

Through our services we engage over 1,400 AmeriCorps and Commonwealth Corps members and thousands of volunteers annually, improving academic and social and emotional outcomes for 13,600 youth, maintaining over 400 acres of park and public lands and 92 miles of trails and rivers, and providing legal assistance to 4,475 low-income individuals.

We care passionately about our service and volunteerism and our employees.

What you'll do:

- As a member of the Senior Leadership Team you will serve as the primary point of contact for all financial matters with federal and state agencies, you will lead all financial operations of the organization including administering over \$12 million in Federal Corporation for National and Community Services (CNCS) grants annually.
- You will supervise the work of the Senior Accountant and act as the lead financial contact for the Board/Finance Committee, CEO, and program staff to ensure MSA meets its program and financial goals while complying with all federal and state regulations.
- You will provide guidance to the CEO and team regarding applicable federal financial regulations such as 2 CFR part 200 and be responsible for establishing and enforcing internal controls to ensure efficient and accurate processing of transactions, along with adequate segregation of duties.
- Manage all finances through MSA's recently implemented NetSuite Financial Management system.
- You will oversee payroll procedures, establish monthly close measures and schedules, update monthly forecasts of spending and cash flows, and present quarterly finance reports to Finance Committee and Board of Directors.
- You will prepare and submit grant budgets, prepare and submit periodic grant reporting and lead periodic compliance audits of sub-grantees. Set audit program, evaluate testing results and make recommendations on improvements. Be the key point person for the external audit, 990, and Form PC.

What we're looking for:

This is an extraordinary opportunity for a mature leader with at least six years of accounting, finance, and grants experience, including accounting and audit, and gathering, evaluating, presenting and reporting financial information to the CEO, Board of Directors, and Federal agencies. The candidate will ideally have experience in a complex nonprofit that has multiple programs.

- 6+ years of experience and a BA degree in Accounting or Finance is preferred.
- Must have experience with grants, including drawdowns, periodic reporting, and close-out activities.
- The ability to understand how everyday details fit together and impact the overall picture of finances and a budget.
- Strong preference for experience with Federal grants and handling sub-grantee activities.
- Strong preference for experience with NetSuite Financial Management systems.
- Experience leading month-end and year-end closing activities.
- Experience leading an external audit.
- Public accounting experience is helpful.
- Comfortable presenting to Boards of Directors and other outside parties.
- Ability to train and educate people with varying levels of financial training.
- Ability to understand and use complex Excel formulas and spreadsheets.
- Exposure to system upgrades, new system rollouts, and the technology that supports the systems.
- Ability and willingness to travel occasionally within Massachusetts.

The Massachusetts Service Alliance is committed to hiring practices that support the values of a diverse workplace and reflect the composition of the Massachusetts communities it serves. MSA is an equal opportunity employer and candidates from diverse backgrounds are strongly encouraged to apply. MSA does not discriminate against any employees or job applicants on the basis of any legally protected status, in accordance with applicable federal, state, and local laws. Reasonable accommodations available upon request.

To apply, send a cover letter and resume by email to Emily Haber, CEO, at ehaber@mass-service.org. Please include "Controller" in the subject heading.

All interested applicants are encouraged to apply as soon as possible.

For more information about the Massachusetts Service Alliance, please visit

www.mass-service.org.