

Housing Families Inc. Job Description

Job Title	Director of Finance
Hiring Manager	Laura Rosi
HM Title	Chief Executive Officer
Division	Administration
Location	Malden, MA

ABOUT US

Housing Families Inc., founded in 1986 by community members concerned about the growing crisis of homelessness, has helped more than 2,400 families make the transition out of homelessness to successfully retain permanent housing. Today, Housing Families is one of the largest and most capable providers of shelter and affordable rental housing in Massachusetts.

We provide safe, temporary shelter and quality affordable housing to homeless and at-risk families. We offer individualized supportive services to enrich children's lives, nurture the potential of each family member, and help families maintain permanent housing.

Our vision is a world in which everybody has a place to call home. We are looking for those who share in this vision and for skilled, compassionate individuals who share in our agency values of Respect, Caring, Integrity, Growth, and Teamwork:

- Respect – We treat people with dignity.
- Caring – We show compassion and act thoughtfully.
- Integrity – We adhere to high standards.
- Growth – We foster innovation and continuous development.
- Teamwork – We collaborate and celebrate.

SUMMARY/RESPONSIBILITIES:

Summary

We are seeking a Director of Finance to provide strategic leadership while also directing the day to day financial systems and processes. This position reports to the CEO and manages a two person finance team. The Director of Finance is responsible for maintaining effective fiscal and control policies and financial modeling that support data driven decision making, improve organizational performance and support advancement of the mission.

Responsibilities:

- Develop, monitor and continually refine the systems of internal control. Maintain documented accounting policies and procedures to ensure compliance with GAAP reporting, IRS and other regulatory requirements.

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- Oversee the preparation of timely and accurate financial statements including monthly balance sheets, income statements and cash flows statements for all the legal entities involved with HFI and at the program level.
- Provide required analysis of financial results as compared to budget, historical results and other benchmarks on a total agency and program basis.
- Ensure sound banking and insurance relationships and processes.
- Implement and maintain an agency wide financial planning process that aligns strategy and program goals with projected revenue and expenses. Monitor and analyze revenues, expenses and cash flow against budget for updating forecasts.
- Develop and implement a capital planning and acquisition process.
- Work closely with program managers, providing financial oversight to ensure programs are properly funded and administrative and development costs are minimized.
- Work closely with Property group to ensure the proper accounting for all property related activities including rents, maintenance, service contracts and landlord obligations.
- Review and approve monthly balance sheet reconciliations.
- Oversee various audit inquiries and give assistance to auditors and regulators as needed.
- Prepare and submit all regulatory financial and/or annual reports on a timely basis. Tax filings as needed
- Provide analyses and financial reports for the Board of Directors. Works closely with the Treasurer and the Finance Committee of the Board to ensure the financial health of the organization.
- Work closely with Development and program managers on grant management, including financial planning, compliance and reporting requirements and grant specific audits.
- Maintain system for tracking donor specific restrictions to monitor compliance with donor intent and ensure appropriate revenue recognition.
- Collaborate with vendors, peers, managers and directors to complete projects.
- Review and approve invoices under various contracts
- Manage employee benefit programs.
- Track program and contract revenue and expenses

QUALIFICATIONS / REQUIREMENTS:

Qualifications – Candidates must possess all of the following to be considered:

- 10 years of experience including a combination of accounting and financial planning and analysis.*
- A Bachelor's degree in Accounting or Finance and relevant work experience is required.*
- Non-profit financial management strongly preferred.*
- Experience with government contracts (e.g. DHCD or HUD) and property management.*
- Working knowledge of government, foundation and other funding rules and reporting requirements.*
- Strong managerial skills with proven ability to develop and mentor staff. At least 5 years of team leadership.*

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- Experience in personnel, payroll and accounts payable functions with good organization, accounting and computer skills.*
- Must be able to meet deadlines with work that is accurate, verifiable and consistent.*
- Proven experience with financial modeling and problem solving.*
- Detail oriented but also able to step back and see the big picture.*
- Strong written and oral communication skills with the ability to effectively communicate to a wide range of audiences.*
- Must be able to work independently as well as with a diverse team.*
- Self-directed and motivated and effectively manage multiple priorities.*
- Proficient with MS Word, Excel, Outlook.*
- Experience with Financial Edge preferred.*
- Positive attitude with a “can do” approach.*

Eligibility Requirements

- Must be able to pass a CORI/SORI background check
- Must have unrestricted work authorization to work in the United States

APPLICATIONS/COMPENSATION:

- Interested candidate must submit a resume and cover letter to Ed DeVenne edevenue@housingfamilies.org