

## **FISCAL DIRECTOR**

Valley Community Development Corporation (Valley) seeks an enthusiastic, motivated, and experienced Fiscal Director. Valley is a community based nonprofit organization formed in 1988 and serving Hampshire and Franklin counties. Our mission is to empower underserved low- and moderate-income people and improve the quality of their lives. We accomplish this by developing affordable housing, providing small business economic opportunities, and first-time homeownership support. Valley is a Hampshire County United Way Partner Agency and a member of the Massachusetts Association of Community Development Corporations (MACDC).

Valley owns 81 units of affordable housing spread across six properties. The organization receives federal and state grants, and donations from corporations and individuals. Valley staff members are dedicated nonprofit professionals from varying backgrounds. We are a small team who work with a collaborative approach.

### **Fiscal Director Duties and Responsibilities**

Valley is seeking an experienced Fiscal Director who will be responsible for directing all aspects of the financial management of Valley's operations and its affiliates. The Fiscal Director must have good communication skills and the ability to work with staff, grantors, vendors, and others. The Fiscal Director will report to the Executive Director and has no staff supervision responsibilities.

### **Responsibilities Include:**

#### **Financial Management**

- Develop and implement financial policies and procedures regarding general ledger, financial reporting, state and federal regulation compliance, and corporate tax and informational filings.
- Ensure that financial reporting is designed and carried out in conformance with generally accepted accounting principles (GAAP) and that internal control systems are maintained.
- Manage the agency's cash flow through development of regular cash flow projections, including prompt billing and monitoring of receivables and active oversight of investments.
- Handle accounts payable, accounts receivable, and payroll allocations.
- Work collaboratively with the Executive Director and Audit/Finance Committee to prepare annual operating and capital budgets.
- Prepare and present financial reports to the Audit/Finance Committee.
- Work cooperatively with other program managers to develop budgets for contracts and programs.
- Supervise and assist with timely preparation of financial reports for grants and projects as requested by staff and funding agencies.
- Manage relationship with our auditing firm, including scheduling, planning, and preparation of audit work papers. Ensure that annual audits are completed in a timely manner.

#### **Real Estate Financial Management**

- Reconcile property management general ledgers and produce quarterly financial statements for Valley and affiliates.
- Coordinate financial management / analysis of Valley's real estate portfolio with 3<sup>rd</sup> party property management companies.
- Manage Valley's insurance coverages and ensure adequate coverage to meet agency needs. Review coverage on a periodic basis for cost and appropriateness.
- Prepare requisitions for real estate projects under development.

#### **Other Duties**

- Prepare and process bi-weekly payroll, working with the payroll processing company.
- Ensure the timely filing of all required government payroll reports and taxes.
- Ensure consistent implementation of employee benefits as described in the Employee Handbook.
- Research and recommend changes to Valley's employee benefits, as needed or as required by law.
- Maintain personnel files ensuring full compliance with all applicable laws and regulations.

### **Required Skills and Qualifications**

- Knowledgeable about general nonprofit financial management and management of grant funded programs or have the demonstrated ability to quickly gain this knowledge.
- Have a bachelor's degree in accounting or related field or equivalent work experience, and at least five years' relevant experience. A relevant advanced degree is preferred.
- Knowledgeable about rules governing employment practices and employee benefits.
- Ability to work independently, maintain confidentiality, exercise good judgment, and manage multiple tasks and deadlines.
- Computer literacy, including fluency in MS Office and QuickBooks.
- Possess strong organizational, budgeting, and analytical skills.
- Demonstrated ability to work collaboratively with a team.
- Good time management skills to complete tasks, occasionally under a strict deadline, to support agency goals.

### **Salary and Benefits**

The position is full time, with hours generally scheduled between 9 a.m. - 5 p.m. Monday through Friday. Occasional early morning or evening hours are required. Valley is a community-based organization which requires regular weekly in-office time, though some remote work is negotiable. We require that staff are vaccinated against COVID.

Salary range for this position is \$70,000 - \$80,000 depending on experience. The Fiscal Director is an exempt employee. Benefits include 15 vacation days, 2 personal days and 15 sick leave days, health and dental insurance, and a retirement plan. Our office is in downtown Northampton with free parking.

### **The Selection Process**

Please respond to the questions below and attach a resume with the subject line: Fiscal Director and email to Joshua Swift, Office Manager at [js@valleycdc.com](mailto:js@valleycdc.com). Valley Community Development will begin review of applications on February 16, 2022, and the position will remain open until filled. Resumes received without a response to the questions below will not be accepted. References may be requested.

*Valley is an equal opportunity employer. Valley will not engage in discrimination against, or harassment of any person employed or seeking employment with Valley on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or other characteristics protected by law. We are committed to fostering a diverse and inclusive environment.*

1. Why do you think you would be a good fit for Valley and this position?
2. Share your approach to nonprofit fiscal management.
3. Share your experience working with complex financials on a deadline.
4. What is your preferred work style (independent, collaborative, etc.)?
5. What is your QuickBooks experience?