



Controller

POSITION DESCRIPTION

About us:

The Massachusetts Service Alliance (MSA) builds a stronger social fabric in our communities through service and volunteerism. We are committed to increasing the number of people engaged in meaningful volunteer opportunities across Massachusetts that are both fulfilling for the volunteers and that meet critical needs in our community. Our mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity and impact and to invest public and private funds in community-based organizations in a fair and equitable manner.

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 our employees.

What you'll do:

- Serving 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 \$10 million in Federal Corporation for National and Community Services (CNCS) grants annually.
- You will supervise the work of the Finance Manager and act as the lead financial contact for 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.
- You will take the lead in improving 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.

What we're looking for:

- 6 years of experience and a Bachelor's degree in Accounting or Finance is preferred.
- Public accounting experience is helpful.
- Must have experience with grants, including drawdowns, periodic reporting, and close out activities. Strong preference for experience handling sub-grantee activities.
- Experience leading month-end closing activities.

- Comfortable presenting to Boards of Directors and other outside parties.
- Ability to train and educate people with varying levels financial training.
- Ability to understand and use complex Excel formulas and spreadsheets.
- Exposure to system upgrades and new system rollouts.
- 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 makeup of the Massachusetts communities it serves. MSA does not discriminate on the basis of race, creed, color, national origin, sex, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with non-discrimination requirements of applicable statutes. MSA welcomes applications from people with disabilities and will make reasonable accommodations 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.

Applications will be considered on a rolling basis with priority given to those received by Friday, September 15, 2017. 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.