



BERKSHIRE SOUTH

REGIONAL COMMUNITY CENTER

15 Crissey Road, Great Barrington, MA 01230

POSITION OPENING

Posting Date: 01/02/2017

Availability: Immediately

Classification: Full Time, Exempt

DIRECTOR OF FINANCE & ADMINISTRATION

Seeking qualified and professional Director of Finance & Administration for dynamic nonprofit organization. The Director will lead all financial administration, business planning, Human Resources and budgeting of \$2.5M budget. Will be responsible for the proper maintenance of accounting and related information systems, ensuring the timeliness, accuracy and usefulness of financial reporting and forecasting. She/he will ensure the quality and performance of organizational accounting practices; budgetary controls, grant/donor fund management and cash management functions.

She/he will perform all financial functions effectively and will implement the following financial and operations management activities:

- Management of daily financial operations and accountability;
- Budgeting and presentation of operational metrics;
- Accurate, timely recording of receipts and disbursements in the accounts;
- Oversee billing, and bookkeeping functions with support of 1.5 FTEs;
- Accurate financial management of all donor/grant funding and grant budgeting;
- Preparation of internal and external financial reporting and forecasting;
- Coordinate annual audit of financial statements;
- Extract, analyze and report operational metrics from data bases;
- Provide quality and information assurance for systems and operational controls;
- Employee data management, human resources compliance and payroll;
- Team Management

This is a hands-on position that will require the Director of Finance & Administration to perform all financial functions with support of 1.5 FTE support. Additionally, as part of the senior management team of the organization, will help guide the organizations mission and will supervise key positions of operational management and associates to the department. Director of Finance & Administration will work in close relation with all department managers to ensure proactive and strategic management of all budgeted and forecasted figures and will work closely with the Executive Director and Finance Committee of the organization to help lead business efforts.

Requirements:

The Director of Finance & Administration should be a seasoned professional with 5 or more years of broad business and finance management experience. She/he must have a Bachelor of Science degree and a CPA or MBA would be plus. Experience and knowledge in nonprofit financial management required, demonstrated excellence in managing finance, accounting, budgeting, control, and reporting expected and excellent communication skills, computer skills, QuickBooks, organizational skills and customer service skills necessary. She/he must possess a collaborative and flexible style, with a strong service mentality and a team player.

Please send cover letter with salary requirements and resume to HR@berkshiresouth.org to apply.

BSRCC is an equal opportunity employer. All employees of Berkshire South receive membership benefits and discounted programs.