

## UNITED SOUTH END SETTLEMENTS

*United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at [www.uses.org](http://www.uses.org).*

### **Finance & Contract Specialist**

#### **GENERAL DESCRIPTION**

United South End Settlements’ (USES) Financial & Contract Specialist, reporting into the Chief Operating Officer, is responsible for leading efforts that manage, maintain and run the day-to-day operations of the Finance Department, including defining, creating, and implementing strategies, through core resources, for managing the finances of USES. The Finance & Contract Specialist will assure that all USES employees will be provided with the required training necessary to assist with the management of the organization’s financial systems and policies. The incumbent will collaborate with the outsourced CFO and accounting firm (eCratchit, Inc.) to manage and execute the organization's accounting practices and budgets; maintain its financial records; ensure legal and regulatory compliance for all accounting, tax, and financial reporting functions; oversee cost and general accounting, accounts receivable/collection and payroll; collaborate with the President & CEO and Development Director on grant budgets and reporting; prepare reports for auditor as needed; liaise with the President & CEO, the Board and its committees on financial matters; and respond to the need for financial detail as required.

#### **QUALIFICATIONS**

- Background in finance or accounting (minimum of 3 years experience)
- Detailed knowledge of core office systems – particularly MS Excel
- Strong management accounting and analytical skills are essential, along with a working knowledge of statutory reporting
- Experience with management of and reporting requirements for government grants/contracts preferred
- Ability to work with staff and explain accounting needs to non-finance co-workers
- Must have a positive, can-do attitude
- A strong internal customer focus, promote team spirit, and be a proactive team player
- Must be self-motivated, reliable, and professional; and have the ability to exercise an attention to detail
- Experience in time management in order correctly prioritize tasks, with skills in meeting strict deadlines
- A strong communicator who will build relationships at various levels within USES and has the confidence to influence decisions and therefore, performance, in a pro-active manner
- A general understanding of the contract billing process

## **RESPONSIBILITIES**

The primary responsibility of the Finance & Contract Specialist is to lead sustainable financial growth by taking ownership of the financial strategy, controls and management information of the Finance Department.

### **Financial Control:**

1. Ensure Agency accounting policies are understood and followed across all departments and are adhered to consistently
2. Continually review, maintain and improve billing, debt, work in progress, purchase orders and ledger postings against budget, forecast, & prior year, both at the Departmental level and Organization-wide
3. Identify and resolve any areas of financial weakness within USES in a timely manner
4. Develop targets and benchmarking processes to challenge the financial information
5. Provide information and resolve issues raised by auditors
6. Oversee all contracts and vendor relationships
7. Obtain a sufficient understanding of the organization's chart of accounts and departmental structure to be able to provide proper coding of all deposits and invoices to outsourced accounting firm.
8. Assist department managers with review and understanding of monthly actual vs. budget reports, and research/resolve related questions.

### **Banking:**

1. Perform all agency banking activities, including timely deposits of checks and cash, withdrawals, management of account balance ensuring bank account remains in the positive
2. Maintain the investments ledger and Senior Home Repair Revolving Loan ledger on a monthly basis

### **Payroll:**

1. Maintain payroll files for each employee and prepare and post payroll including all state and federal tax filings (semi-monthly and quarterly) and ensure all payments made in timely fashion
2. Ensure compliance with tax laws related to wages and not-for-profit organization status
3. Review W-2 statements as prepared by the payroll service for accuracy

### **Reporting:**

1. Oversee preparation of financial reporting to donors, Form 990, and other statutory financial reports
2. Prepare annual Finance Department plan in conjunction with the senior leadership team
3. Prepare cost-benefit reports and pro-active analytical works to facilitate continuous improvement of Finance Department performance
4. Any other reporting as requested by Senior Leadership

### **Contract Management and Oversight:**

1. Manage external contracts that have a financial implication to the organization, including preparing and submitting contract invoices on a timely basis, and following up to ensure collection of contract revenue

2. Host annual meetings with contract vendors
3. Review annual contracts, ensuring the best quality vendors are in place for the best price; negotiate contracts; and, manage vendor relations
4. Train USES staff on finance protocol, and business systems
5. Hold regular team meetings with appropriate USES staff and contract support so that consistency, best practice and ideas are shared across the organization

**Business Relationships:**

1. Act as the internal face of finance, respond in timely way to Program Directors' requests for information and be available to explain USES accounting policies
2. Identify key stakeholders, including the appropriate USES staff team, prioritize their needs and review on a monthly basis
3. Ensure use of best practice, communication and understanding of key business messages through monthly conversations with focus on underperforming contracts/vendors/partners and USES departments
4. Liaise with external bookkeeper, eCratchit, ensuring they have the necessary and accurate paperwork to perform the following contracted duties:
  - Prepare and reconcile all general ledger accounts and post all transactions including: cash receipts, cash disbursements, accounts payable, accounts receivable, petty cash, credit cards, and investment activity for all funds of the Agency
  - Manage the timely processing of accounts payable invoices and check preparation
  - Maintain Chart of Accounts
  - Preparation of monthly financial reporting package
  - Perform work as required for the annual audit and monthly and yearly closing
  - Responsible for posting and maintaining monthly allocation calculations
  - Ensure all accounting functions (payroll, accounts payable & receivable, bank reconciliations, and general ledger entries) are completed in a timely and accurate fashion.
  - Coordinate services of independent auditor and ensure timely completion for annual audits, 990 preparations and A-133 preparation (as applicable).

**Other Duties and Responsibilities:**

1. Assist the H R department with new employee on boarding process (payroll process, employee benefits, employment offer letters, CORI registration process, etc.

**Added Value:**

1. Provide financial and contract support leadership and direction in the Finance Department
2. Use specialist knowledge and experience to provide insight and influence to impact performance standards
3. Fully comprehend the financial and commercial detail of contracts to ensure optimal performance and risk management
4. Visit USES departments, meet with external vendors and communicate with Senior Managers
5. Share knowledge and best practice across USES

6. Train non-finance staff in use of financial systems ensuring complete, consistent and accurate financial statements
7. Act as a specialist partner to the CEO and the COO to both advise and challenge senior leadership on performance

**PHYSICAL REQUIREMENTS** (with or without accommodation)

- Must be able to kneel, crouch, reach, stand, walk, grasp, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly
- Work requires close visual acuity

**Pay Range:**

**\$38,000 to \$ 45,000 per year plus benefits**

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*The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.*

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**To apply, please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org)**

**In the subject line, please specify the position to which you are applying.**

**No phone calls, please.**