



Position Title: CHIEF FINANCIAL OFFICER (CFO)

Date Posted: January 7, 2019

Application Deadline: This is a fast-track hire. Interested & qualified applications should apply as soon as possible. Interviews will be conducted on a rolling basis.

Position Background and Description:

Massachusetts Law Reform Institute (MLRI), a nationally-recognized nonprofit statewide poverty law and policy center, seeks an experienced Chief Financial Officer (CFO) to work in partnership with the Executive Director and Board of Trustees to build and implement robust financial and investment processes and engage in long-term planning to support, sustain and grow the organization. This is a senior-level management position that reports directly to the Executive Director.

About MLRI:

MLRI provides statewide advocacy and leadership in advancing laws, policies, and practices that secure economic, racial, and social justice for low-income people and communities. For 50 years, MLRI's advocacy has been responsible for groundbreaking laws, policies and court decisions that have advanced the legal, economic and social rights of low-income people in Massachusetts. MLRI also serves as the statewide poverty law support center for the Massachusetts civil legal services delivery system, providing expertise and support to local legal aid programs and to a large number of local and statewide social service agencies, health care and human service providers, and community-based organizations that serve low income people.

General Statement of Duties:

The CFO provides leadership, direction, development, implementation and management of finances for MLRI. Working closely with MLRI's Executive Director, the CFO will manage and provide strategic thinking for both short-term and long-term organizational financial goals, objectives, policies, and practices. In addition, the CFO will work with the Executive Director to analyze and continually upgrade existing financial management systems, internal controls, and processes to ensure efficiency, compliance with all relevant policies and regulations, and adherence to nonprofit financial management best practices. The CFO serves as a member of MLRI's management team. Direct reports include two part-time Financial Office associates.

Essential Duties and Responsibilities include the following:

- Oversees and directs organization's accounting activities including accounts payable, accounts receivable, cost accounting and payroll
- Oversees and directs budgeting, tax, long-range financial forecasting, insurance, and fringe benefits activities for the organization

- Directs, develops and implements procedures and systems necessary to maintain proper records and to afford adequate internal accounting controls and services
- With auditor(s), prepares all financial reports required by local, state and federal government agencies
- Prepares organization for annual audit and serves as primary liaison with auditor(s)
- Coordinate & file annual MLRI's lobbyist registrations, including collecting information from staff and calculating Massachusetts and federal lobbying reports
- With Executive Director, prepares and monitors annual operating budget for the organization
- Develops and submits accurate, complete, and timely financial reports, forecasts, quotations, budgets and analyses to the Executive Director and to the Finance Committee of the Board of Trustees
- Cost-effectively develops, maintains and implements centralized services, systems, and management tools which support operations and contribute to improved efficiency quality, and productivity
- Works with benefits broker, Executive Director, and Director of Administration & Office Operations to review and recommend selection of annual employee benefits
- Administers organization's vendor contracts and billing; reviews and negotiates vendor contract and insurance contracts and monitors finance-related matters under the organization's occupancy lease.
- Prepares grant budgets for foundation funding proposals and grant budget reports
- Appraises the organization's financial position and issues monthly reports on organization's financial condition and other reports required by the Executive Director
- Establishes and maintains contacts with financial institutions
- Participates in monthly management team meetings and in organizational planning and management functions

Experience/Qualifications Sought:

- Minimum of 10 years of experience in financial management; experience in non-profit financial management strongly preferred
- Minimum of a Bachelor's degree in Accounting or Finance
- Certified Public Accountant status preferred
- Demonstrated experience in financial management and accounting, including e.g., solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll and accounting
- Strong leadership ability, presentation skills, and ability to translate complex financial terms into understandable terms
- Extensive knowledge and application financial and accounting systems and software

- Demonstrated experience with grant budgeting and reporting, including experience with federal and state grants and grant reporting
- Strategic thinker who is focused on organizational innovation, growth, and efficiency and able to plan and manage at both the long-term strategic and daily operational levels
- Strong communication skills and the ability to work collaboratively with management team, Board of Trustees, staff, volunteers, vendors, funders, and other external stakeholders
- Very high level of integrity and dependability with the ability to exercise sound judgment and make recommendations and decisions based on accurate and timely analyses
- A forward-thinking leader with a keen eye on industry best practices and technological advancements in the field
- Experience effectively communicating key data, including presentations to management, Board of Trustees and other external parties, both verbally and in writing as required
- Demonstrated commitment to MLRI's mission to promote economic, racial, social justice for low income people and underserved communities.

Compensation: Position is full-time, though part-time employment is negotiable. Salary is commensurate with experience and qualifications. Excellent fringe benefits.

Application Process:

Qualified applicants should electronically submit a 1) cover letter, 2) resume, 3) three professional references. Please send application materials to CFO@mlri.org with CFO Position in the subject line. No telephone calls please.

Applications will be reviewed as received & interviews will be conducted on a rolling basis. Qualified candidates should submit applications as early as possible.

The Massachusetts Law Reform Institute (MLRI) is an Equal Opportunity Employer, and does not discriminate on the basis of age, class, color, disability, ethnicity, faith, gender, national origin, race, sexual orientation or gender identity or expression. Because it is critical both to achieving MLRI's mission and to operating in a way that is consistent with MLRI's organizational values, MLRI strives for greater racial and ethnic diversity. Candidates from diverse backgrounds are encouraged to apply.

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