

# **Franklin County Community Development Corporation**

## **Finance Director**

### **Job Description**

#### **Job Description:**

The Franklin County Community Development Corporation (FCCDC) seeks a dynamic and entrepreneurial Finance Director who is responsible for overseeing the organization's financial planning, accounting and administrative operations. The Finance Director will work with the FCCDC team in the areas of finance, business development & lending, budgeting, human resources, administration and IT. They will provide leadership within the organization and serve as a strategic partner to Program Directors (PD) and the Executive Director (ED).

This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization. The FCCDC is a non-profit economic development organization with 16 staff, working throughout western MA with an operating budget of \$2M and assets of \$7M, including a growing lending program.

#### **Responsibilities:**

- Work with the FCCDC team to meet organizational goals and mission
- Participate in anti-racism activities and help work for racial and economic justice
- Analyze and present long-range financial forecasting in line with strategic plan
- Assess risk and conduct cost-benefit analysis for proposed projects periodically
- Update and implement all necessary financial policies, practices and controls
- Maintain official records and documents, conduct account reconciliation and ensure compliance with federal, state and local regulations
- Develop budgets, manage cash, fund balances, assets and prepare cash flow projections
- Financial statement preparation, analysis and explanation to staff and Board of Directors
- Keep the Executive Director and Program Directors fully informed of all aspects of the FCCDC financial condition and trends
- Complete the annual audit and taxes with an outside audit firm
- With ED and PDs, develop annual budgets in conjunction with annual plans, including financial goals, for review and approval of the Board and year-round tracking & analysis
- Supervision of staff/outside consultants responsible for bookkeeping, payroll and benefits administration
- Assist Executive Director and Staff with program development, implementation and grant management and reporting.

## **Job Environment**

Works primarily from the FCCDC office in Greenfield. Work is generally performed in typical office space with some off-site meetings and community outreach. Work may be performed remotely, especially during COVID-19 period. Position has regular contact with FCCDC staff, Board members, collaborators, vendors, and consultants. The Finance Director reports to the Executive Director, oversees the bookkeeping functions, is a member of the Finance Committee of the Board, works closely with the Board Treasurer and reports regularly to the full Board of Directors.

## **Job Qualifications:**

Bachelor degree in related field and five (5) or more years of progressive managerial experience with a proven record of handling banking, contractor, investment and management relationships,

or

Advanced degree in related field and/or CPA certification and (3) three or more years of progressive managerial experience with a proven record of handling banking, contractor, investment and management relationships.

A record of accomplishment in grants management, compliance and reporting

Previous experience in a non-profit, fundraising organization and/or experience in a diversified multi-funded environment is highly desirable.

Experience with budgeting, financial planning and cash management

Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and board colleagues

Excellent mathematics and analytical skills

Strong strategic planning and communication skills

Proficient with QuickBooks Pro

Self-starter, independent worker, highly organized, and a proven ability to be a team player

Commitment to Community Economic Development and understanding of small business environment in Franklin County a plus

Personal qualities of integrity, credibility, and dedication to the mission of the FCCDC

**Benefits:** Salary range \$70,000 – \$80,000 depending on experience, plus excellent benefits including flexible hours, health insurance, retirement plan and paid time off.

**Type of Position:** Full time, permanent position

**To Apply:** EMAIL COVER LETTER AND RESUME TO: [resumes@fccdc.org](mailto:resumes@fccdc.org) by September 25, 2020.

FCCDC is an Equal Opportunity Employer and values diversity.