



## **Director of Finance & Operations Job Posting**

### **About BEDF**

Boston Education Fund (BEDF) is the fiscal and fundraising partner to the Boston Public Schools (BPS). BEDF facilitates the access to philanthropic resources for the purpose of advancing educational equity and opportunities for BPS students and educators.

### **Position Description**

Reporting to the Executive Director, the Director of Finance & Operations will be responsible for the oversight of the financial operations and grant management of BEDF. This position plays a critical role in the strategic decision making and operations of the organization as it continues to enhance the quality and efficiency of its services and build internal capacity. The successful candidate will be a hands-on, participative manager and will lead and develop staff to support the following areas: finance, business planning and budgeting, accounting, human resources, administration, training, and technology operations.

The Director will lead the accounting and financial operations and supervise the administration of private grants and external funds, including oversight of compliance, eligibility of expenses and final report submissions to funders. In addition, this position will lead the improvement of our grants administration database, upgrade internal controls, and update the accounting system to meet the various information needs of the fiscal sponsorship portfolio.

This position will interact directly with our external auditors and Board of Directors in order to strengthen the BEDF's governance, to ensure compliance with fiduciary duties, and foster financial sustainability. The position holds ultimate responsibility for the fiscal operations, and external activity of the nonprofit. The position will serve as a key liaison to external stakeholders, including funders, high-level BPS officials, school leaders, principals and other municipal employees. The Director will directly supervise a Finance Manager and Finance & Operations Associate.

### **Responsibilities**

#### Grants and Financial Management (30%)

- Execute payment requests and oversee the completion of revenue deposits.
- Produce and analyze large grant financial reports for internal and external purposes.
- Oversee all financial, program and grant financial operations. Monitor progress and changes.
- Support ad-hoc financial requests requiring a thorough review of grant agreements or regulations.
- Supervise the maintenance of our grants and financial management system.
- Update internal financial policies, procedures and business practices (protocols document).
- Report relevant financials to users, funders, and the Board of Directors.
- Serve as the principal administrator of our grants management database. Respond to inquiries that require this level of support.
- Set and oversee internal controls to ensure proper spending of external funds and compliance with restrictions and approved budgets.
- Provide fiscal reports as requested by BPS senior staff.
- Serve as the liaison with the BPS Finance office and BPS Department leaders.



#### Managerial Accounting and Tax Reports (25%)

- Oversee all the accounting records. Supervise timely bookkeeping of payables and receivables and accurate postings within fund accounts.
- Supervise monthly closing and accounting reconciliations. Post selected General Journal entries.
- Lead the year-end closure of the organization's books.
- Guide accounting management practices and update related manual(s) as needed.
- Coordinate and lead the annual external audit process. Produce all the necessary information and analytical reports for audit purposes.
- Produce and disseminate quarterly and annual financial statements in accordance with applicable standards.
- Review schedules and request edits to the Form 990, Form PC as drafted by the auditors.
- Review and revise 1099 reports and produce the corresponding forms to be mailed out on a yearly basis.

#### Operations & Administration (25%)

- Lead the annual organizational budgeting process and oversee its implementation. Direct the execution of the operating budget of the organization.
- Administer investments in accordance with the Investment Policy Statement.
- Report on organizational progress and milestones to the Board of Directors on a quarterly basis.
- Collaborate with BPS officials and school leaders to handle legal and administrative matters related to their private funding.
- Submit and approve ACH disbursements and checks.
- Update and document internal workflows as necessary. Foster segregation of duties among operations staff.
- Recommend and supervise the calculation of activity and performance metrics of the organization.
- Serve as the primary contact for all banking, treasury, and technology matters and vendors.

#### Human Resources & Legal (20%)

- Review grant agreements on behalf of users for Executive Director signature. Ensure that BEDF is in compliance with stipulations stated.
- Perform payroll tasks including reporting using payroll software and posting entries in accounting software, and administering benefits.
- Perform compliance tasks related to state inquiries, federal surveys and nonprofit reporting.
- Assist with the review of contracts or orders to be completed by users, upon request.
- Manage and supervise the work of two full time BEDF operations staff. Conduct performance reviews.

#### **Qualifications**

- Bachelor's degree in Business or Accounting required. Master of Business Administration or business-related graduate degree, or MS in Accounting strongly preferred.
- At least seven years of professional experience and increasing responsibilities; with at least five years of financial and operations, managerial and supervisory experience, including budgeting, planning, human resources, accounting, administration and contracting.
- Ability to translate financial concepts to - and to effectively collaborate with - programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants management.



- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting, CRM and reporting software.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of BEDF.
- Superior time and project management skills, with clear ability to create and meet multiple deadlines.
- A good sense of humor.

### **Salary/Benefits**

Compensation will be commensurate with experience, but is anticipated to be in the \$90-\$105K range annually. BEDF offers an attractive benefits package including generous health, dental, vision, and life insurance; strong retirement savings program; 12 holidays and winter break in addition to vacation/sick/personal days, and a parental leave policy. BEDF has a flexible hybrid working environment with a central office in Roxbury, MA.

### **Equal Opportunity Statement:**

BEDF is an equal opportunity employer and does not discriminate against any employee or applicant because of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We encourage anyone for whom this overview resonates to apply.

### **To Apply:**

Please submit your resume and cover letter to [jobs@bedf.org](mailto:jobs@bedf.org). Applications will be reviewed on a rolling basis with a deadline of 01/13/23.