



Center for Public  
Representation

## **FISCAL DIRECTOR**

The Center for Public Representation is seeking to hire a Fiscal Director, who will work in its Northampton, MA office.

### **About CPR**

CPR is a non-profit, public interest legal organization dedicated to protecting and enforcing the civil rights of persons with disabilities on state, national and international levels. CPR uses legal strategies, including systemic reform litigation, and policy advocacy to promote the integration and full community participation of persons with disabilities. CPR is committed to equality, diversity, and social justice in all its activities. For more information about CPR and its work, visit [www.centerforpublicrep.org](http://www.centerforpublicrep.org).

### **Position Overview**

The Fiscal Director plays a critical role in ensuring CPR's financial strength. With a deep understanding of the organization's mission, the Fiscal Director gives input into the development of CPR's long-term finance strategy and builds CPR's capacity to manage its finances. Additionally, the Fiscal Director is responsible for all aspects of the Center's accounting including but not limited to accounts payable (preparing checks), account receivable (preparing monthly/quarterly invoices), cash flow, general ledger entries, annual budget, grant budgets, grant reports, payroll, monthly program/grant allocations, litigation fee petitions, insurance policies, federal and state reporting, investment activity, 1099s and 1096s, quarterly reporting to the Finance Committee. The Fiscal Director also tracks employees' vacation and sick time.

### **Responsibilities**

#### **Financial Management**

- In conjunction with the Executive Director and Management Committee, will execute short and long-term financial strategies for the organization and its respective programs
- Direct all significant accounting and financial tasks of the organization, including management of annual audit
- Approve all entries into the accounting software; perform monthly accounting tasks to reconcile and close each month; solve variances and post adjusting entries
- Ensure CPR's compliance with tax authorities, lending institutions, funders, and other major stakeholders
- With Executive Director, work with the Board of Directors and the Finance Committee on all financial matters including reserve strategy, investment advisor choice and monitoring, and accounting policies and procedures. Plan meeting agendas and provide materials and financial reports
- Work with program staff to develop internal budgets and budgets for external funding sources
- Ensure compliance with all grants, contracts, and donations

### **Human Resources**

- Assist the Human Resources/Administrative Manager in benefits administration including personnel policies, changes in insurance providers and other benefit vendors
- Assist the Human Resources/Administrative Manager in prioritizing projects and workload
- Help foster a positive and constructive work culture
- Troubleshoot issues and help develop both fiscal policies and practices to improve the work environment

### **Operations and Risk Management**

- Manage and oversee information security policies and issues affecting CPR's offices and staff working remotely
- Identify areas of risk for the organization and work with Center management to mitigate those risks including the development of new policies and procedures, obtaining special insurance coverages, and staff training and education

### **Accounting**

- Responsible for payroll, billing, receivables, payables, cash receipts, cash disbursements, bank and investment account reconciliation, and general ledger functions
- Review monthly bank and investment reconciliations to ensure that they are prepared properly and follow-up on any unusual items
- Prepare monthly closing general ledger entries and ensure that all general ledger accounts are reconciled to subsidiary records on a monthly basis
- Produce financial statements including balance sheet, profit/loss statements, and accumulative general ledger using a computer-based accounting system
- Maintain financial record keeping and reporting systems and ensure that they are secure and compliant with state and federal rules
- Responsible for on-line banking transactions
- Prepare and file annual reports and forms, such as 5500, in coordination with external consultants
- Assist the Executive Director in the preparation and submission of fiscal reports to funders
- Assist the Executive Director in the preparation and submission of fiscal reports and other information to the Board of Directors, staff, donors and other supporters, and others

### **Management and Supervision of Staff**

- Advise the Executive Director on staff adherence to CPR fiscal policies and procedures
- Train new administrative employees as needed
- Promote a diverse, inclusive, and equal opportunity work environment
- Approve time records

### **IT Management**

- Serve as the primary contact with IT provider
- Manage the IT contract

## **Qualifications**

The successful candidate will be a highly skilled, hard-working, self-motivated and trustworthy individual with a commitment to racial and economic equity and to working on behalf of individuals with disabilities and other communities who experience inequities.

- A degree in finance, accounting or business is preferred
- At least 10-years-experience in nonprofit management or equivalent degree preferred
- Nonprofit financial management including supervision of staff
- Experience in administering grants from multiple funders
- Strong organizational and leadership skills
- Strong attention to detail
- Ability to work independently and collaboratively
- Well-developed written and verbal communication skills
- Excellent day-to-day organizational skills, including the ability to assess and prioritize work assignments and move multiple assignments forward simultaneously
- The ability to work under time constraints and meet deadlines and to handle highly confidential matters
- Proficiency with Microsoft Office 365, including Word, PowerPoint, and Excel, as well Adobe Acrobat, and other commonly used office software
- Strongly skilled in fiscal software including accounting, timekeeping, and payroll
- Demonstrated commitment to working on behalf of disabled or low-income individuals and communities
- Personal commitment to racial and economic equity

## **Salary and Benefits**

CPR offers a competitive salary commensurate with experience. CPR employees have access to an excellent benefits package, including health insurance; disability insurance; paid time off, including vacation, sick, and personal days, and retreat time; flexible spending account; and a 403(b) retirement plan.

## **How to Apply**

Please send a cover letter and resume to the following email address: [info@cpr-ma.org](mailto:info@cpr-ma.org). Please include "Fiscal Director" in the subject line. The deadline for applications is September 30, 2021. CPR is unable to respond individually to each applicant but will contact you if you are selected for an interview.

CPR is an equal opportunity employer. CPR does not discriminate against employees, applicants, or any other covered persons on the basis of race, ethnicity, color, gender, age, religion, national origin, sexual orientation, gender identity or expression, disability, marital status, veteran status, pregnancy and pregnancy-related conditions, including breastfeeding, or any other legally protected status.

CPR encourages qualified candidates of all backgrounds and identities to apply for this position. People with disabilities and people of color and bilingual individuals are strongly encouraged to apply.

CPR is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of your disability for any part of the application process, please contact [info@cpr-ma.org](mailto:info@cpr-ma.org) and state the nature of your request and contact information. Disability-related information that is disclosed via the application process will be kept confidential.