



JOB POSTING

JOB TITLE: Accounting Manager
DEPARTMENT: Accounting
HOURS: 40 hrs./week, full-time
DATE: 3/28/2024

SUMMARY OF ORGANIZATION:

Since 1989, Community Resource Initiative (CRI), formerly Community *Research* Initiative, has sponsored community-based research on HIV/AIDS and other infectious diseases. In addition to the research program, CRI operates the Infectious Disease Drug Assistance Program (IDDAP), a program of the Massachusetts Department of Public Health, Office of HIV/AIDS and the Bureau of Infectious Disease and Laboratory Sciences. CRI also receives funding from the Boston Public Health Commission. This program, funded by both federal and state dollars, is one of the most comprehensive programs of its kind in the country, and provides access to HIV-related medications to under- or uninsured clients through the HIV Drug Assistance Program (HDAP). The Comprehensive Health Insurance Initiative (CHII) also provides health insurance for individuals with HIV/AIDS who are otherwise unable to access coverage. HDAP and CHII serve as key programs within the larger umbrella of IDDAP programs. Additional components include coverage of the costs of tuberculosis drugs (TB Drug Assistance Program); an HIV prevention program, the Pre-exposure Prophylaxis Drug Assistance Program (PrEPDAP); and the non-occupational Post-Exposure Program (nPEP), designed to prevent HIV transmission through timely access to medications following potential exposure to HIV.

JOB SUMMARY:

The Accounting Manager position performs and oversees accounting and finance functions at this non-profit organization and includes responsibilities for managing a range of accounting, accounting oversight, human resources, contract negotiation, and facilities functions. Requires a person who is both tactical and strategic. The Accounting Manager is responsible for the day-to-day operations of the Accounting Department.

QUALIFICATIONS/EXPERIENCE:

- 5+ years of General Ledger experience with similar responsibilities at a similar sized entity
- Prior experience with Sage 50 ideal
- Prior management experience and strong management skills
- Familiarity with nonprofit finance, accounting regulations and preferably Commonwealth of MA contract accounting, allocation, and billing
- Excellent judgment and creative critical thinking skills including negotiation and conflict resolution skills

- Entrepreneurial team player who can multitask
- Ability to work independently and results- and outcome-oriented
- Energetic, flexible, collaborative, and proactive; a team player and leader who can positively and productively impact both strategic and tactical finance and administration initiatives
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively communicate with a wide range of CRI's staff, Board members and stakeholders
- Passion for CRI's mission

EDUCATION:

- BS in Accounting or closely related degree and background

Position

Reporting to the Executive Director and serving as a member of the Executive Leadership team, the Accounting Manager is responsible for the development of CRI's financial management strategy, the day-to-day operations of the Accounting Department, and supervision of the Staff Accountants (total of 1 FTE from two staff) who process A/P, payroll and cash. In addition to these two staff members, CRI utilizes an accounting consulting company for certain accounting services. This position will work closely with these consultants to ensure that all accounting functions are taking place while the new Accounting Manager position completes orientation, training, and a period of transition.

Regarding finance and accounting functions, the person in this position is responsible for maintaining the integrity of general ledgers, as well as the maintenance of records and procedures to adequately safeguard the assets of the organization. The person in this position will close the books on a monthly basis, perform monthly reporting and analysis; prepare all monthly and bi-monthly invoices to state agencies for services performed as well as oversee other monthly billings including to pharmaceutical companies relating to clinical studies performed at CRI. The position prepares all materials for an annual GAAP audit combined with a Uniform Guidance audit, as well as various grant related state and city financial audits. Position prepares all annual budget and related Budget/Actual/Variance analysis on a monthly basis; financial risk management including cash flow forecasting, liquidity, and insurances. Position creates all study budgets and budget amendments for CRI-sponsored studies or oversees a P/T project manager who does.

As a member of the Executive Leadership Team, the Accounting Manager participates in strategic planning, oversees cost containment efforts; and engages with the Executive Director and other Team members in driving revenue maximization efforts and revenue diversification. This is an outstanding opportunity for an accounting professional with a proven track record with excellent accounting and analytical skills, creative problem-solving, and change-management skills to join in a fast-paced, mission-based organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, coordinate, and execute the annual budget process
- Close books on a monthly basis, perform monthly reporting and analysis
- Prepare all monthly and bi-monthly invoices to state agencies for services performed and other monthly billings

- Prepare all materials for an annual GAAP audit combined with a Uniform Guidance audit, as well as various grant-related state and city financial audits
- Prepares all annual budget and related Budget/Actual/ Variance analyses on a monthly basis
- Completes financial risk management including cash flow forecasting, liquidity, and review of insurances to ensure appropriate coverage
- Provide analytical support to CRI's internal management team including development of internal management reporting capabilities
- Perform and provide oversight and continuous improvement of accounting services such as management of all accounts, 403(b) plan, grants payment processing, clinical trial projection and billing systems, payroll, accounts payable, and purchasing

Human Resources

- Work closely and serve as liaison with Professional Employment Organization (PEO) partner and perform actions re: improving personnel policies, related CRI benefits, and other policies affecting CRI staff.
- Act as contact to staff for new employees regarding benefits and onboarding information, personnel policies and system requirements for new hires, staff changes and terminations for staff.
- Assist Executive and Deputy Executive Director with other aspects of human resource activities as needed

Strategy

- Advise the Executive Director and other key members of the Team on financial reporting and planning, budgeting, contract budgeting and related contract allocation and cash flow
- Serve as the management liaison to the Finance Committee of the Board of Directors; effectively communicate and present critical financial matters at Finance Committee and select Board of Directors meetings
- Contribute to the development of CRI's strategic goals and how to attain them as well as the overall management of the organization
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues
- Represent the organization externally, as necessary, particularly in banking and lease negotiations

Team Leadership

- Oversee and direct the work of the Staff Accountants whose roles are to complete payroll, Accounts Payable and oversee cash management
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality
- Ensure staff members receive timely and appropriate training and development

Compensation

Salary commensurate with experience. Compensation package includes salary, health care coverage (dental and vision also available), disability and life insurance. Generous paid vacation benefits and some professional development opportunities.

Contact

To apply, please submit a resume and cover letter outlining your experience and interest to jobs@crihealth.org.

Mission Statement

Community Resource Initiative (CRI) leads the fight against HIV and other infectious diseases. A unique, public health nonprofit, we provide access and support across treatment, prevention, research, and education – all to make Massachusetts a healthier, more equitable place for every resident of the Commonwealth.

CRI IS AN EQUAL OPPORTUNITY EMPLOYER: CRI is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, gender, religion, national origin, disability, veteran status, age, marital status, sexual orientation, gender identity, genetic information, or any other class protected by federal or state law (EEO/AA).

CRI is a mission-driven, non-profit public health organization. Our values aim to support social justice, racial equity, inclusion, diversity, and public health efforts. CRI staff share a growth mindset and are committed to doing a better job of fighting structural racism and racial injustice within our organization, for the communities we serve, and in our lives. We support BIPOC, HIV and LGBTQ+ communities and are actively seeking to be better allies to individuals who are part of those communities, by creating equitable access to resources and services. We engaged in an initial DEI assessment and year+-long process with All Aces, Inc., a DEI Transformation company. Under All Aces direction, we developed a robust DEI foundation with self-learning courses, instructor-guided workshops and the creation of a “living” action plan. We had already developed a resource library for staff use with a wide range of multi-media resources. All Aces' transformation framework has yielded many benefits for companies engaged in DEI work across various industries. At CRI, this work is driven by the both the leadership and membership of our DEI Task Force. CRI supports and stands with Black Lives Matter and recognizes Juneteenth and MLK Day as important holidays. We believe individuals and communities most impacted by HIV and other infectious diseases should lead this work. We highly encourage BIPOC, trans and gender diverse, queer, HIV-positive, TB survivors, those in recovery, those with prevention experience, people with disabilities, people with sex work experience, and those with lived experience to apply.