



## Director of Finance

**REPORTS TO:** Executive Director/CEO with a dotted line to the Assistant Executive Director

**STATUS:** Regular/exempt, full-time employee

**START DATE:** Immediate

**APPLICATION DEADLINE:** Tuesday, June 25, 2024 at 4:00 PM ET

**POSITION LOCATION:** Office is located in Norton, MA. Current Hybrid schedule offers one (1) remote day per week. Occasional and limited travel within the state may be required.

### ABOUT THE ROLE:

The Director of Finance will be responsible for the management, oversight and direction of all financial accounting functions of the 501(c)3 nonprofit organization and its affiliate LLC. Supported by a dedicated team of staff and volunteer committee members, the Director of Finance will serve as the head of the accounting, finance and business administration functions, managing both day-to-day and long-term financial operations.

### DUTIES & RESPONSIBILITIES:

- Manage all accounting and financing transactions, processes and activities including accounts payable, receivables (collection process), expense reports, refunds, tax and payroll remittances, ensuring all practices are completed timely, accurately and adhere to applicable compliance regulations.
- Provide accurate financial records, analytical support and recommendations for the Executive Staff, the Treasurer, Officers, Board and Department Heads on a timely basis (including monthly close and quarterly statements).
- Manage and support the auditors (independent accounting firm) for the annual financial audit.
- Collaborate with the Executive Staff and Department Heads to plan, assess and evaluate financial performance of the organization.
- Implement and monitor accounting controls and establish finance policies and procedures
- Facilitate and coordinate the budget and forecasting process and ensure budget timelines and schedules are met.
- Manage quarterly sales tax filings as well as annual town filing requirements.
- Work with the Treasurer & Investment Committee to manage/monitor the organizations' investment accounts and restricted funds.
- Analyze vendor, software, and technology needs for the department, researching and selecting products and vendors that align with the organization's goals to advance and streamline operations.
- In partnership with Human Resources and Administrative staff, process accurate and timely weekly and bi-weekly payroll, reconcile benefit billings and payroll withholdings, and perform administrative services for employee benefits.
- Accept other special assignments as designated by the Executive Staff.

**QUALIFICATIONS:**

- Bachelor's Degree in Accounting (a professional accounting designation or post graduate degree preferred)
- 6-8 years of general accounting and financial management experience
- Advanced Microsoft Excel skills with experience of Sage Accounting Software (or similar) and PEO partners - Insperity (preferred)
- 2+ years of experience supervising/managing staff and working with Senior Executives/Boards an asset.
- Experience working for/with a non-profit organization
- Demonstrate exceptional communication skills; charismatic, personable, and motivational in working with colleagues, volunteers and industry representatives.
- Possess a strong work ethic and ability to meet deadlines and manage a series of projects with multiple teams/groups in a fast-paced environment.
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**PREFERRED SKILLS:**

- General business knowledge, analytical thinking, strategizing and planning skills
- Exceptional accounting skills
- Strong understanding of organizational operations and administration
- Detail oriented and highly organized
- Working knowledge of non-profit governance and legislative requirements

**COMPENSATION/BENEFITS:**

- Commensurate with experience and qualifications
- Comprehensive benefits package available including Health, Dental, Life and Disability Insurance
- Paid time off and 401(k) plan with matching component
- Professional development opportunities
- Cell phone and travel expense reimbursement
- Mass Golf staff apparel provided and access to The Links at Mass Golf (golf course and simulators)

**TO APPLY:**

Please send cover letter, resume, references and salary expectations/rationale via email to:

Jesse Menachem  
Mass Golf  
Executive Director/CEO  
300 Arnold Palmer Boulevard  
Norton, MA  
[jmenachem@massgolf.org](mailto:jmenachem@massgolf.org)

**ABOUT MASS GOLF:**

Mass Golf is a 501(c)3 non-profit organization that is dedicated to advancing golf in Massachusetts by building an engaged and inclusive community around the sport. With a community made up of over 123,000 golf enthusiasts and over 360 member clubs, Mass Golf is one of the largest state golf associations in the country. Members enjoy the benefits of handicapping, engaging golf content, course rating and scoring services along with the opportunity to compete in an array of events for golfers of all ages and abilities. At the forefront of junior development, Mass Golf is proud to offer programming to youth in the state through First Tee Massachusetts and subsidized rounds of golf by way of Youth on Course.