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DIRECTOR OF FINANCE

FULL TIME – EXEMPT: 40 Hours per week

SUMMARY

We are seeking an experienced Director of Finance responsible for all financial and accounting functions for Rian Immigrant Center. This person will be responsible for all of our financial reporting, budgeting, cash flow management, AR/AP, and payroll. They will also provide direct supervision for our Finance and Operations Coordinator, and serve on the Center's leadership team.

GENERAL

- Oversee all aspects of the financial operations and the accurate recording of all transactions in compliance with GAAP and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, program budgets, and expenditures.
- Manage end of year closing and audit activities including:
 - Prepare year-end financial statements (balance sheet, statement of activities and changes in net assets, functional expenses, cash flow).
 - Post all journal entries made to GL accounts: accruals, prepaids, reclassifications, deferred revenue, fiduciary cash accounts, temp restricted assets – released by restrictions, AP, fixed asset additions, depreciation, unrealized gain/losses for investment accounts
 - Lead the annual audit activities and preparations of annual filing reports
 - Prepare/review audit schedules ensuring accuracy of all information needed by auditor.
 - Prepare a draft of annual federal and state forms Form 990 and Form PC and submit them to the auditor. Review Audit report.
- Manage monthly close process, including reconciliations, journal entries and reports
- Manage the employee 403b plan
- Oversee risk management and insurance policies including general liability and Director and Officers. Prepare the audit for worker compensation policy.
- Administer Rian's fiscal sponsorship of the Massachusetts Immigrant Collaborative and other initiatives.
- Participate in organization's meetings, planning activities, trainings, events, etc.
- Handle sensitive data with discretion and exercise a high degree of judgment when resolving financial issues.



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- Serve as a resource for staff in financial policy issues.
- Support Rian mission and the efforts of other Rian programs.
- Perform other tasks or projects as required by Executive Director.

BUDGET

- Develop draft annual organizational budget and program budgets with in conjunction with the Executive Director and Program Directors.
- Prepare quarterly Board's Financial Committee the financial package, in conjunction with the Executive Director, that includes budget proposal vs end of year results.

GRANT MANAGEMENT

- Review financial sections of grant application/reports and prepare grant application budgets for Development team.
- Track expenses and provide financial reports to development team for mid-term/final report for funders.
- Prepare cost reimbursement contracts billings including assembling all payroll backup materials.
- Work with government auditors when required to do so to ensure full compliance.

PAYROLL

- Oversee compliance with time sheet procedures and accuracy. Update the PTO balances.
- Review payroll documentation (new onboarding, terminations, salary or hour changes, enrollment in HI, Dental, 403b..) and process biweekly payroll
- Process, enter, reconcile and maintain payroll journals and records for general ledger
- Prepare payroll related spreadsheets and journal entries and enter in General Ledger.
- Review quarterly and annual federal and state filing, and end of year W-2 for employees.

CASH MANAGEMENT

- Oversee cash flow in collaboration with Executive Director and Treasurer. Prepare cash flow reports and cash flow projections.
- Download all cash transactions from PayPal & Stripe and enter in QB
- Review deposits for proper allocation to dept and funding sources. Code and track all A/R funds.
- Review documentation for deposits and entry of cash receipts summary to G/L
- Oversee all Rian bank accounts and investments. Regularly review accounts and make recommendations to Executive Director and Treasurer as required.
- Oversee the reconciliation of monthly bank accounts and Rian's credit card.

ACCOUNTS PAYABLE



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- Review and approve invoices and reimbursement requests. Code by functional expenses and program. Review credit card transactions and supply purchases and enter in QB. Enter vendors' recurring monthly bills and payments
- Review all vendor and consultant invoices/contracts and their W-9 documentation, enter in QB and update the schedule of payments.
- Track and analyze expenses, making recommendations for reducing expenses, as needed.
- Maintain paperwork for vendors/consultants. Prepare and mail 1099s to them and prepare and file necessary paperwork with state and federal government.

FIXED ASSETS

- Update fixed asset book with new fixed asset additions for the year.
- Maintain fixed asset book and calculate depreciation. Prepare depreciation related worksheets and journal entries and enter in General Ledger.

QUALIFICATIONS

- Commitment to the overall mission and values of Rian.
- At least five years of professional experience in financial management.
- Degree in Accounting preferred; or combination of education and experience.
- Experience in nonprofits preferred.
- Strong analytical and organizational skills with great attention to detail.
- Skilled in prioritizing tasks based on importance vs. urgency.
- Ability to communicate financial concepts to – and to effectively collaborate with -- colleagues who do not necessarily have finance backgrounds.

Status: Exempt

Reports to: Ronnie Millar, Executive Director

How to Apply: Please send a cover letter and resume as a PDF to career@riancenter.org with Director of Finance as the subject line.

Rian Immigrant Center is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender identity, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.



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ABOUT RIAN IMMIGRANT CENTER

Rian Immigrant Center offers a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, resource and support services, and educational support immigrants need to gain stability, security, and build pathways to success. Rian was founded in 1989 by a group of immigrants, and we have assisted over 40,000 immigrants make successful transitions to new beginnings in New England.

In addition to our services, rooted in the tradition of welcoming others and social justice, we help newcomers find community, and stand up for immigration policies that are humane and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Rian strives to intentionally create an environment for staff, individuals we serve and others, that fosters intercultural belonging, and is anti-racist and equitable. We are committed to valuing and promoting anti-racist ideas and policies.

Working at Rian: Our staff of thirty-three; immigration attorneys, social workers, educators, youth workers and others, bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes a hybrid work environment with flexible worktime, health benefits, 20 vacation days, 15 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.