

## Assistant Financial Officer

<b>Job Title:</b>	Assistant Finance Officer	<b>Salary Tier Category</b>	Senior Planners: \$55,000-\$70,000 to start, depending on experience and qualifications
<b>Department/Group:</b>	Administration	<b>FLSA Exemption:</b>	Exempt
<b>Reports To:</b>	CFO	<b>EEO Category:</b>	2
<b>Grade:</b>	P3-P5	<b>Supervisory Duties (Y/N):</b>	N
<b>Benefits:</b> Massachusetts State Benefits (GIC), matching deferred income contributions, mileage reimbursement, education benefits, flexible hybrid in-person/remote work schedule, and generous paid time off (PTO).			

### Position Summary

SRPEDD is seeking a Full-Time Assistant Financial Officer (AFO) to assist with the accounting and finance functions of the agency. The position will support our Chief Financial Officer (CFO), Executive Director and Managers in enabling the agency to make informed decisions about expenditures, investments, and cash flow so that SRPEDD can meet its continuing growth-related, service and financial goals. The AFO records financial transactions, maintains financial records, fact checks financial data, prepares and updates financial statements, assists with project invoicing, provides necessary financial information to program and project managers, and translates financial system invoices to state and federal forms. This position ensures accounts are current and accurate, and uses accounting software, spreadsheets, and other tools to track and manage data.

This position will also support the agency's near-term goals in reviewing and updating its business processes and procedures with regards to finance and accounting to ensure best practices, including a review of the agency's financial management information system (MIS) and the interface between the financial MIS and project management processes. The AFO will also be responsible for continually reviewing policies and procedures to ensure the integrity of the agency's financial processes and reports; the AFO will work with senior agency staff to identify any potential concerns as well as to develop and implement suitable solutions.

Under the general direction and reporting to the CFO, as a member of the Administration team the AFO will employ best management accounting practices and provide timely and accurate financial information to the CFO, Executive Director, SRPEDD Commission Finance Committee, and other members of the growing organization.

This is expected to be a hybrid position, requiring a presence in the SRPEDD office a minimum of 2-3 days per week, with the balance of the week allowing for remote work. This position is expected to be full-time (38 hours/week), but may be filled as a part-time position at SRPEDD's discretion, and may also be filled at a lower or higher level of seniority depending upon the successful candidate's background and experience.

## Essential Duties and Responsibilities

- Perform payroll functions in an accurate and timely manner.
- Conduct reconciliation of accounts as needed.
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner.
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments.
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition.
- Prepare financial reports through collection, analysis, and summarization of data.
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards.
- Comply with federal and state legal requirements by studying requirements; adhering to requirements; filing reports; and advising management on needed actions.
- Prepare for, coordinate, and participate in annual external audit and closing functions, and data compilation and analysis as part of budget planning.
- Communicate with internal and external stakeholders about financial issues, especially in preparing quarterly invoices and helping program and project managers deploy staff over numerous concurrent tasks and contracts.
- Establish, review, and update financial and accounting processes and procedures to strengthen compliance and integrity of the agency's financial processes and reports.
- Prepare special reports and projects as requested.
- The AFO will not have responsibility for signing checks.

## Qualifications/Skills Required

- Knowledge of bookkeeping and accounting principles and best practices.
- Knowledge of generally accepted accounting principles, practices, and procedures; knowledge of GAAP as established by GASB preferred.
- Knowledge of state and federal grant administration and related contract compliance strongly preferred.
- Knowledge of data management and financial data analysis.
- Excellent data entry and record keeping skills with attention to detail and the ability to spot numerical errors.
- Exceptional organization skills; efficient data collection, review, and management.
- Problem-solving skills to deal with complex processes and challenges.
- Good written and verbal communication skills and ability to work effectively with others.
- Ability to prioritize duties, work on several issues simultaneously, and meet firm deadlines.
- Ability to work independently and with limited supervision.
- Ability to handle sensitive and confidential information.

## Experience and/or Education Required

- Bachelor's degree in accounting or related discipline; or six years of related experience in accounting and bookkeeping; or a time-equivalent combination of experience and education.
- Public sector, municipal, non-profit/grant-funded organization accounting experience strongly preferred.
- Experience with GAAP as established by FASB and GASB.
- Proficiency with professional integrated accounting software (e.g., GMS, QuickBooks) and MS Office or similar.
- Lawfully authorized to work in the United States.

# SRPEDD

Southeastern **Regional Planning**  
& **Economic Development** District

## About SRPEDD

SRPEDD is growing! We are a collegial workplace with experienced staff. We are looking for a proven self-starter and independent worker who is equally at home in a collaborative working environment.

SRPEDD offers excellent Massachusetts state benefits ([www.mass.gov/orgs/group-insurance-commission](http://www.mass.gov/orgs/group-insurance-commission)) and a hybrid work policy (roughly half-time in-person, half-time remote).

Our work includes community master plans, corridor studies and redevelopment plans, public education and civic engagement campaigns, regional transportation and bicycle projects, habitat restoration and watershed protection, climate and hazard mitigation planning build-out and fiscal impact scenarios, transit planning, zoning bylaws, drone surveys and 3D interior photography, economic development and infrastructure initiatives, housing production and community development, and more. SRPEDD supports the 4 cities and 23 towns in our region to build community and enhance quality of life for all. Through careful collaboration, SRPEDD seeks to enhance equitable economic development opportunities, envision, and plan for the long-term future, foster sustainable growth, and cultivate the systems and networks that emphasize social justice and community development.

We emphasize high quality work; we value a culture of optimism and collegiality; and we take pride in serving the public and advancing SRPEDD's mission in southeastern Massachusetts.

## Anticipated Start Date

As soon as practical.

## To Apply

Position open until filled.

Please send the following items via email to **D. Austin Horowitz, Esq.**, Chief Financial Officer ([ahorowitz@srpedd.org](mailto:ahorowitz@srpedd.org)). Applicants that do not submit the following will not be considered:

1. Cover letter;
2. Resume;
3. Names, affiliations and contact information of three professional references.

SRPEDD is an Equal Opportunity employer.