

Join a Mission-Driven Team Driving Economic Stability in Massachusetts

Founded in 1999, The Midas Collaborative is a dynamic, statewide nonprofit dedicated to supporting low- and moderate-income residents of Massachusetts. Through our work with the legislature, policymakers, and a broad network of partners, we empower families to build assets, strengthen financial knowledge, and achieve long-term economic stability. With the support of Midas and our partners, families across the state gain financial tools and resources that change lives. We provide capacity building, technical assistance, training, and advocacy to our member and partner organizations—collectively creating and expanding economic opportunities for communities across Massachusetts.

Midas is pleased to announce an exciting opportunity to drive meaningful change, enhance financial systems, and shape the future of economic equity. We are currently seeking a **Director of Finance & Operations** to join our team!

The Director of Finance & Operations (DFO) will be responsible for ensuring compliance with accounting principles, regulations, and internal financial policies as well as supporting and managing the system operations of the organization. The DFO works with internal staff, contracted accounting and auditor services, and representatives of Community Partner Organizations (CPOs) participating in the Matched Savings Program (MSP). We are looking for a strategic thinker and problem solver who can establish strong financial foundations while continuously improving systems to support our growth. You'll oversee financial compliance, optimize internal operations, and help scale our impact across Massachusetts. This job is a full-time, hybrid role with one day in the office, 40 hours per week with benefits including paid vacation, holidays, health, life, vision and dental insurance.

Responsibilities include, but are not limited to:

- **Fiscal and Budget management**
 - Serve as secondary signer on MSP bank accounts, approve MSP transactions and handle associated banking needs.
 - Manage month-end and year-end close process in coordination with contracted accountant
 - Manage account payables and receivables
 - Enter transactions into accounting system as appropriate
 - Develop monthly reconciliation schedules and maintain general ledger
 - Improve and document business processes and accounting policies
 - Create accurate and timely financial reports, including for CPOs, in collaboration with ED
 - Perform various analysis on specific General Ledger accounts and budget to actual reports

- Collaborate with staff and support the Executive Director in development of the annual budget
- Support annual audit process with independent auditors and prepare documentation
- In collaboration with the Executive Director develop cash management analysis and forecasting
- Develop budgets for grant applications and reports
- **Operational support:**
 - Serve as primary point of contact for co-working space management, system accounts, mailing and bill payments
 - Manage relationships and correspondence with vendors including managing operational system accounts and identifying opportunities for cost-savings
 - Ensure proper implementation of internal controls and maintenance of files, contracts and other records in collaboration with Executive Director
 - Create standardized procedures for operational processes as needed
 - Collaborate with IT support to ensure development of policies, procedures, and best practices
- **HR support:**
 - In collaboration with the ED, manage HR systems, bi-weekly payroll, and benefits administration
 - Ensure accurate tracking of staff hours and pay and volunteer hours
 - Assist managers in providing orientation and training to employees and interns

Qualifications:

- Bachelor's degree in accounting or finance or equivalent professional experience
- Minimum of five years' experience working in a financial or accounting role
- Knowledge and/or understanding in non-profit financial management and/or accounting and reporting
- Experience with GAAP accounting principles
- Proficiency in Microsoft Office (especially Excel), Salesforce, and accounting/financial software (QuickBooks/Aplos)
- Experience with grant programs and fundraising experience a plus
- Understanding of information security, technical support, and database and data storage administration
- Excellent attention to detail and commitment to follow-through
- Good judgment and ability to maintain confidential information
- Ability to work well with others and diverse groups
- Self-motivated and proven ability to work independently

Setting: Flexible hours and hybrid work setting. A warm and engaged organization. Midas is an equal opportunity employer.

Reports to: Midas Executive Director

Compensation and Benefits: \$85,000 - 100,000, commensurate with experience

To be considered for the role, please send your resume and cover letter to
midas@midascollab.org