Chief Financial Officer (CFO)

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social-service organization providing Asian and immigrant clients in MA and NYC with opportunities to grow and succeed through our cultural and linguistic competent services and programs. Our integrated service model helps maximize QARI's outreach and impact to the immigrant community; and to provide our clients with resources and pathways for growth across all ages. QARI is committed to paving innovative ways to connect with immigrants most in need of support and to empower all in our communities to thrive.

QARI is looking for a qualified candidate to fill the Chief Financial Officer position. This role is responsible for the day-to-day finance and administrative management, compliance, contracts management and oversight of administration and strategic planning. S/he will lead and administer the finance and development for the growth of the organization with the annual increasing budget. This position will work closely with the leadership team and the Finance & Administration Committee to enhance the organizational finance outlook. The qualified candidates are required to demonstrate strong managerial, financial, and analytical skills, financial integrity, and strong work ethic.

FLSA Status: Exempt
Hours/Week Category: Full Time
Reports To: President & CEO

Responsibilities:

- Oversees the operation of the following functions: accounts payable, payroll, general ledger, gift and grant accounting, budgeting, financial reporting, and cash flow management.
- Administer accounting activities including process payables and receivables, general ledger management, bank reconciliation, and financial reporting to the QARI leadership team and Board of Directors
- Support fundraising efforts with project budgets for grant applications and reconciliation reports for funded projects.
- Complete year-end audit and tax return preparation in conjunction with the audit and tax firm.
- Coordinate the completion of all tax and regulatory filings in a timely fashion
- Support Annual Report preparation and budget and forecasting activities
- Responsible for the integrity of the QARI's financial systems, transactions, records, and reports.
- Develops and implements financial and accounting plans, policies, and procedures to ensure that the financial resources are appropriately controlled and managed.
- Responsible for producing timely and accurate monthly, quarterly, and annual financial statements and related reports, as well as other reports, analyses, and projections that may be required for use by the President and/or Board of Trustees for strategic planning and decision making.
- Develops and oversees the annual budget process and collaborates with other departments to ensure budget aligns with key strategic priorities.
- Serves as primary staff liaison to the Finance Committee of the Board of Trustees.
• Responsible for ensuring compliance with federal, state, local and territorial audit and tax laws and filing requirements.
• Fully utilizes technology and efficient and effective business practices in the design and delivery of services.
• Participates in strategic initiatives as requested.
• Other duties as assigned.

Skills & Qualifications:

• Master’s degree in finance, accounting, or business preferred. CPA is a plus required.
• At least five years of progressively responsible financial accounting and managerial experience in non profit required.
• Ability to research, read, analyze, and interpret technical accounting pronouncements and federal and state laws and regulations and to recommend changes to policies/procedures as required by changes in laws or accounting pronouncements.
• Experience with non-profit tax reporting required.
• Strong organizational, interpersonal, written, and oral communication skills.
• Able to convey technically complex financial information and concepts into accessible terms for leadership staff, President, and Board.
• Mission-driven and committed to working with a community that serves multilingual and multicultural individuals.
• Bilingual (Spanish/English or Mandarin/English) individuals preferred, but not required.

Interested applicants should submit their cover letter and resume to philip@quincyasianresources.org

Company website: www.qariusa.org