Finance Manager

Reports to: Co-Executive Director, Operations

Supervises: N/A

Status: Full-time; Exempt; Hybrid (3 days/week onsite in Dorchester, MA)

Organization Overview

Family Nurturing Center of Massachusetts (FNC) provides family strengthening, parenting education, and early childhood development programming in historically marginalized neighborhoods across Boston, and training for family service providers statewide. Our 60-person team reflects the communities we serve, with approximately 30% of staff being graduates of an FNC program. Our work is grounded in racial and social justice, and we engage families with respect, dignity, and nurturing joy.

About the Role

The Finance Manager reports to the Co-Executive Director for Operations and leads the day-to-day financial operations of FNC, building the systems that keep our work clear, compliant, and dependable**.**

This role partners closely with the consulting CFO, HR and Operations, and Program leadership to ensure accurate accounting, strong internal controls, timely reporting, and user-friendly financial processes staff can follow with confidence.
We are seeking someone who brings calm, clarity, and follow-through. You are both a builder and an operator, comfortable translating numbers into plain language and turning strong financial practice into documented, repeatable systems.

This role is well suited for someone who enjoys creating order, documenting how things work, and supporting a mission-driven organization in making sound, values-aligned decisions.

Key Responsibilities

Systems, Controls, and Compliance

- Build and maintain a finance SOP library for monthly close, grant billing, purchasing, reimbursements, and documentation
- Establish and maintain a delegation of authority and signature matrix, including e-signature workflows and record retention standards
- Implement internal controls for disbursements, revenue, and reconciliations; maintain calendars and checklists to ensure deadlines are met

Budgeting, Forecasting, and Reporting

- Lead the annual budget development process with the Co-Executive Director for Operations and the consulting CFO; coordinate inputs with Program Directors
- Produce monthly financial statements and unit-level reports with clear narrative context leaders can act on
- Maintain rolling forecasts and cash projections; proactively flag risks, trends, and options

Grants, Contracts, and Billing

- Prepare and submit monthly invoices and financial reports for public and private funders
- Track restricted funding and grant budgets; ensure documentation supports drawdowns, audits, and compliance
- Set up grant files and billing SOPs at award to ensure clean handoffs and consistent tracking

Cash, Payables, Receivables, and Payroll Coordination

- Oversee accounts payable in BILL and monthly credit card reconciliations in partnership with HR and Operations
- Ensure timely coding and recording of cash receipts in the general ledger
- Coordinate payroll timing and journal entries; serve as backup support for HR and Operations on payroll processing

Audit and Regulatory Filings

- Manage the audit preparation calendar, PBC lists, and supporting documentation

- Coordinate Form 990, Massachusetts Form PC, UFR support, and related filings with auditors and the consulting CFO
- Partner with the Co-Executive Director for Operations to support the Board Finance Committee, including preparing agendas, financial packets, and discussion materials

Tools and Data

- Administer QuickBooks Online and BILL, including roles, permissions, and documentation
- Partner with IT support to ensure secure access and a user-friendly experience
- Develop simple dashboards that connect budget performance, spending, and grant status

Staff Support and Training

- Provide short, practical trainings for managers on reading financial reports, coding expenses, and using SOPs
- Offer timely, supportive guidance so finance is accessible and service-oriented
- Other duties as assigned

Compensation

$90,000–$95,000 annually, based on experience and internal equity.
FNC offers a competitive benefits package and is committed to transparent and equitable compensation practices.

Who You Are

- A builder and operator who turns good practice into clear, usable systems
- A plain-language communicator who translates numbers into choices and implications
- Highly detail-oriented and documentation-minded
- Calm, steady, relational, and focused on follow-through
- Deeply committed to equity, access, and community-centered work

Qualifications and Experience

We encourage candidates to apply even if they do not meet every listed qualification.

- Seven or more years of progressive experience in nonprofit finance or accounting, with demonstrated ownership of day-to-day financial operations
- Proficiency with QuickBooks Online, BILL, and Microsoft 365

- Experience supporting audits and preparing or coordinating Form 990, Massachusetts Form PC, UFR, and grant billing
- Comfort partnering with HR and Operations on payroll, benefits, and insurance administration

Work Environment

This is a hybrid role with three days onsite in Dorchester and two days remote, with flexibility based on organizational needs. Some evening availability is required for Finance Committee or Board meetings. The role reports to the Co-Executive Director for Operations.

To Apply

Please submit a resume and cover letter sharing your interest in the role to hiring@familynurturing.org. Applications will be reviewed on a rolling basis.

Equity Statement

FNC recognizes the impacts of institutional racism and other structural inequalities. We believe "marginalized" communities are at the center of our organization and work. People of Color, people with lived experience of immigration, LGBTQ+ individuals, and people with disabilities are strongly encouraged to apply.