



## Vice President of Finance & Comptroller Job Posting

**Position Title:** Vice President of Finance & Comptroller

**Organization:** MassHire Hampden County Workforce Board

**Location:** Hybrid: Springfield, MA & Remote

**Reports To:** President & CEO

**ORGANIZATION OVERVIEW:** The MassHire Hampden County Workforce Board (MHHCWB) is a mission-driven nonprofit organization that works to ensure a strong and competitive workforce in the region. Serving as the primary planner for workforce development issues in Hampden County, Massachusetts, we convene stakeholders, align resources, and lead strategic initiatives that prepare individuals for sustainable careers while supporting the needs of employers and the regional economy. We support programs and partnerships that connect job seekers—including youth and adults—to quality training, employment, and career pathways, while helping employers meet their talent needs.

**POSITION OVERVIEW:** Reporting to the President & CEO, the Vice President of Finance & Comptroller is responsible for managing all financial operations. This hands-on position is primarily responsible for managing accounting functions, budgets, payroll, and compliance, while also supporting HR processes, vendor management, and administrative systems. The position requires a deep understanding of government, state, and federal funding processes, compliance requirements, and grant management. This role combines expertise in nonprofit financial management with a specific focus on compliance with government contract regulations and efficient payroll processing.

### PRIMARY RESPONSIBILITIES AND DUTIES:

#### Financial Management

- Implement financial, accounting and budget systems that ensure MHHCWB's financial stability and comply with generally accepted accounting principles and federal and state regulations and guidelines.
- Ensure that all pertinent financial reports described in the Financial Reporting Requirements section of the Charter between the MassHire One-Stop Career Centers Operators (MHOSCC) and MHHCWB are completed by each MHOSCC in the agreed upon timeframe
- Adhere to acceptable cost principles and audit requirements and ensure that all accounting complies with generally accepted accounting principles.
- Manage all grant income and accounts receivable to ensure positive cash flow and available cash to meet the needs of MHHCWB.
- Maintain and manage MHHCWB checking account, savings account and investments
- Prepare standard and month end journal entries, cash reconciliations, accounts receivables and financial reports.

#### Budgeting and Forecasting

- Implement a budget development process that results in an equitable spending plan that reflects all aspects of MHHCWB's Mission.



- Develop and maintain short-term and long-term internal budgets/plans.
- Collaborate with Vice President of Workforce Operations in the preparation and management of internal budgets.

#### Regulatory Compliance & Audit

- Establish systems and procedures that preserve the safety and integrity of MHCWB's financial and payroll records, and ensure the consistent delivery of high-quality services.
- Coordinate all MHCWB external audit and fiscal monitoring activities.
- Monitor any other MHCWB sub-contractor as necessary. Assist in monitoring WIOA youth vendors

#### Grant and Fund Management

- Maintain detailed tracking of expenditures and reporting for multiple funding sources, including federal funds, state appropriations, and private contributions.
- Ensure that all vendor invoices are reviewed for accuracy and oversee the payment of all monthly and quarterly invoices.
- Oversee all grants received from funders, in particular grants received from the MassHire Department of Career Services (MDCS) and Youth programs vendors.
- Provide overall financial oversight and monitoring and ensure that relevant financial data is presented to the MHCWB Board of Directors, as directed by the President and CEO.
- Prepare financial reports on individual grants and collect and track match requirements for all grants

#### Payroll & HR Administration

- Oversee and manage the organization's payroll functions.
- Process MHCWB staff payroll, maintain allocation logs, payroll records, and Paid Time Off (PTO) records.
- Maintain Human Resource files of MHCWB staff to include salary, payroll, fringe benefits and established payroll-reporting requirements.

#### Leadership & Team Management

- Supervise the Finance Department staff and set departmental goals, monitor work, and evaluate results to ensure that organizational objectives and operating requirements are met and consistent with the mission of MHCWB.
- Report financial information to the Finance/Audit Committee of the MHCWB Board of Directors and report periodically to the Executive Committee and the full Board on the financial condition of MHCWB.
- Represent MHCWB at meetings, statewide workgroups, conferences and events related to the mission of the MHCWB.

### **POSITION QUALIFICATIONS**

#### Education

- Bachelor's degree in Accounting, Finance or related field required; CPA or Master's degree preferred



#### Experience

- Minimum of five to seven years of related financial management experience in nonprofit or public sector including substantial experience managing federal and state contracts and overseeing payroll operations.

#### Knowledge, Skills & Abilities

- Thorough knowledge of accounting practices, including grant and fund accounting; budget analysis; preparation of financial statements; internal auditing of transactions; accounting software; and, general supervisory practices.
- Strong understanding of payroll processing, government contract compliance, and financial reporting in the nonprofit section is essential.
- Experience in budgeting, forecasting, and financial reporting for both nonprofit and government contract environments.
- High proficiency in accounting software and Excel
- Strong interpersonal and communication skills, with the ability to work effectively with internal teams and external partners.
- Ability to effectively present information and respond to questions from directors, internal staff, external partners, the business community, funding sources, and the public in either individual or group settings.

#### **SALARY, BENEFITS & WORK ENVIRONMENT**

- Salary commensurates with experience
- Comprehensive benefits package including health insurance, pension plan, generous paid time off, paid parking, and professional development support
- Hybrid; Home and Springfield Office
- 37.5-hour full time position
- Occasional travel may be required for meetings

Please submit your resume and a cover letter to [info@MassHireHCWB.com](mailto:info@MassHireHCWB.com) with the subject line: "VP of Finance & Comptroller Application." The deadline to apply is August 22, 2025.