



GLOUCESTER MATHEWS CARE CLINIC DIRECTOR OF FINANCE & OPERATIONS

Gloucester Mathews Care Clinic is seeking a Full-time Director of Finance & Operations. Bachelor's degree in accounting and at least five years prior non-profit accounting experience preferred. Essential job functions:

Establishes and maintains accounting records (checkbook, general ledger, accounts payable, accounts receivable, grants receivable, pledges receivable) and documents receipts and expenditures of Clinic funds. Experience with Quickbooks for Non-Profits preferred.

Thorough understanding of P&L statements, balance sheets, and other financial statements. Proven experience to interpret them and communicate information to senior management, board of directors, and other constituents.

Assists the Executive Director and Treasurer with proposed and adopted budget functions to include coordinating budget control and monitoring processes.

Analyzes and recommends redesigned processes, policies, procedures, and internal controls to the Executive Director, responding to external audit suggestions for enhancements to internal controls and/or process improvements.

Performs daily cash management procedures.

Prepares monthly financial reports for the Board of Directors.

Prepares bank reconciliations.

Prepares and processes payroll.

Coordinates annual audit.

Maintains employee attendance and leave records, and other Human Resources functions as needed.

Serves as clinic facility manager.

Maintains required and necessary business accounts, files, and records.

Other duties as assigned by the Executive Director.

Required Skills:

Proven experience as business manager/senior accountant in a non-profit environment.

Excellent organizational and leadership skills.

Outstanding communication and interpersonal abilities.

Thorough understanding of diverse business processes and strategy development

Excellent knowledge of MS Office, databases and information systems

Good understanding of research methods and data analysis techniques

To apply, please send resume and cover letter to Arlene Armentor, Executive Director at aarmentor@gmcareclinic.com.