

**Job Description**  
**Director for Administration and Finance**  
**Massachusetts Association for Mental Health, Inc.**

The Massachusetts Association for Mental Health (MAMH) is committed to advancing mental health and wellbeing by promoting prevention, early intervention, effective treatment, and research to address social, emotional, and behavioral health challenges. We seek to eliminate stigma and discrimination and advance full social, economic, and political inclusion in all aspects of community life. We envision a day when all Massachusetts residents have access to the resources and opportunities that protect overall health and promote resilience.

**Position Description**

The Director for Administration and Finance plans and executes all aspects of the organization's administrative operations and fiscal management and is responsible for contributing to the overall effectiveness of this \$4M organization with twelve employees. The Director for Administration and Finance will play a significant role in external relationships with government, health organizations, professional societies, stakeholder organizations, and the community-at-large. The Director will serve, as a member of the MAMH staff team, as a visible spokesperson for the organization.

The Director's activities should follow the organization's stated purpose and the strategic plan and should be executed in a manner that reflects stewardship of the organization's resources, and that achieves performance goals. The Director reports to the President and CEO and is responsible for working effectively with the Board and Board Finance Committee.

**Scope**

The Director for Administration and Finance position is a regular full-time position reporting to the President and CEO. The Director will employ her/his analytic and management skills to oversee all aspects of the organization's financial success and smooth operations while supporting its policy, program, and advocacy work. The Director will supervise the MAMH Administrative Coordinator who manages the day-to-day financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations.

**Duties and Responsibilities**

The Director will leverage skills and experience in helping MAMH as a non-profit health and human services policy research and advocacy organization to function smoothly so that its staff team can make a positive difference in the lives of children and adults at risk for or living with behavioral health conditions in the Commonwealth.

The Director for Administration and Finance will collaborate with the President and CEO on a regular basis and with all employees, board members, funders, partners, and stakeholders.

The Director will operate as part of the MAMH leadership team and be responsible for the following functional areas and tasks:

- Prepare updates for Weekly MAMH Team Meetings
- Participate in MAMH Strategic Planning and coordinate periodic Status Reports
- Prepare Annual Budget, develop budget reports including monthly and quarterly forecasting, actuals analysis.
- Provide weekly/monthly financial reports to President and CEO.
- Support and adhere to strong internal control policies and procedures and identify areas where improvements can be made.
- Management oversight of bookkeeping functions including invoicing, accounts payable and accounts receivable, payroll processing, bank reconciliations, processing of payment requests and expense forms, time and attendance information, records management, and investment monitoring.
- State and Federal contracts administration, and Foundation grants administration - serve as financial advisor to MAMH team developing proposals, craft budgets, review and execute agreements, monitor compliance, deliverables and required reporting.
- Managing office administrative contracting and consultant and partner contracts. Draft and execute agreements, lead financial contract negotiations, review and approve reimbursement rates, and monitor compliance, including:
  - IT consultant who provides oversight to MAMH information technology systems
  - Data Maintenance consultants for Network of Care
  - Senior Advisor consultants
  - Subcontractors employed to execute state contracts and foundation grants
- Support Grant Writing –prepare data tables, budgets, document management.
- Prepare documents for independent annual Audit and work closely with the auditors to ensure a successful audit process.
- Human Resources management including onboarding, terminations, payroll and benefits.
- Board communication - prepare summarized financial reports to accompany Profit and Loss Statements and Balance Sheets which synthesize detailed financial information and include tables, charts and graphs as necessary.
- Supervise Administrative Coordinator and support staff to:
  - Manage correspondence - individual and mass mailings, printing and distribution of Annual Report, Fundraising materials, etc.
  - Provide Event Coordination - Serve on committee managing the annual fundraising event and provide support for development work – fundraising, tracking/reporting, emails
  - Prepare for Audits and Funder Reporting
  - Acquire, maintain, and manage all office equipment (copiers, printers etc.) and employee-assigned equipment (laptops) to ensure their smooth operation.
  - Manage acquisition and distribution of office supplies
  - Execute human resources functions related to searches, hiring, onboarding, payroll, and benefits administration

- Ad hoc analysis and other duties, including special projects, as assigned

#### Qualifications and Statement of Inclusion and Diversity

- Master's Degree required: MPA, MBA,
- Minimum of 5-7 years of relevant work experience in Administration, Finance, Accounting
- Previous experience in nonprofit and/or government budgeting and analysis
- Previous experience with Contract and Grant administration and reporting
- Project management capabilities
- Effective communication and people skills
- Proven analytical and organizational skills
- Demonstrated ability to multi-task and be meticulous with respect to ensuring deadlines are met
- Capability to manage confidential information with discretion and professionalism
- Advanced Microsoft Excel / Office skills required and QuickBooks experience, and
- Commitment to the mission and work of health and human services.

#### **Position Scope and Compensation**

The Director for Administration and Finance is a full-time position. MAMH will pay a competitive salary commensurate with a candidate's experience and provide excellent benefits, including health, dental, disability, and life insurance, paid vacation, personal, and sick leave, retirement plan, and transportation benefits. To apply please include a cover letter and resume.

#### **MAMH Team Mission**

As noted in the MAMH Mission Statement - *We seek to eliminate stigma and discrimination and advance full social, economic, and political inclusion in all aspects of community life.* In keeping with the mission, MAMH is working to build a team that not only drives for equality and inclusion for all but also reflects that commitment in our workplace. MAMH strives to create a workplace and partnerships that reflect the communities we serve and welcomes applications from individuals from all communities. As a diverse team, we can achieve the MAMH mission of inclusion.