



# METRO NORTH WORKFORCE BOARD

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## Full Time Job Posting

### **Job Title: Controller**

The MassHire Metro North Workforce Board (MNWB) is a public-private partnership whose mission is to enable area residents to gain skills that will maximize their economic self-sufficiency and to provide employers with the workforce they need to effectively compete in the changing world economy. The MNWB is located in Cambridge, MA. To learn more, visit [www.MassHireMetroNorth.org](http://www.MassHireMetroNorth.org).

### **POSITION SUMMARY:**

MassHire Metro North Workforce Board (MNWB) is in search of a self-directed and experienced Controller to assist the Chief Financial Officer in overseeing all financial and accounting activities. The successful candidate will be responsible for budget management, financial analysis, payroll, forecasting, accounts payable, accounts receivable and financial reporting. This is a fantastic opportunity for a professional who thrives in a busy work place and is well-versed in working closely with senior management.

### **PRIMARY RESPONSIBILITIES AND DUTIES:**

- Participate in the development of and support the MNWB's strategic plans
- Monitor the financial performance of MNWB
- Compile and analyze financial reporting packages
- Prepare monthly and annual operating budgets
- Develop and manage financial controls in accordance with the company's procedures
- Communicate financial metrics to senior management
- Manage the preparation of payroll for personnel
- Insure compliance with local, state, and federal government reporting requirements and tax filings
- Provide leadership and support to the fiscal staff

### **DESIRED QUALIFICATIONS:**

**Education/Experience:** Minimum 10 years accounting experience in a senior accounting or financial management role. The candidate should have a bachelor's degree in accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations and/or an MBA.

**Skills/Qualities:** Creative, forward-thinking, problem-solver with relationship-building skills as well as technical skills. Excellent communication skills, both written and oral required. Strong interpersonal skills and ability to take initiative required. Ability to work closely with a senior management team.

**Salary and benefits:** Starting salary commensurate with experience. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) plan, holiday, sick and vacation time.

**To Apply:** Send resume and cover letter outlining your experience and interest to [hr@MassHireMetroNorth.org](mailto:hr@MassHireMetroNorth.org). No telephone calls please. Open until filled.

*MassHire Metro North Workforce Board is an Equal Opportunity Employer.*