

JOB OPENING: DIRECTOR OF FINANCE/CONTROLLER

IMS is accepting applications for our Director of Finance position. Reporting to the Executive Director, the Director of Finance is a strategic partner to the organization's leadership, responsible for the financial management of this \$4M non-profit organization. IMS is a mature organization set in the quiet countryside of central Massachusetts serving a well-established and growing community.

Principal Responsibilities

- Oversee all general accounting, cost benefit analysis, budget management, and forecasting needs.
- Prepare accurate and timely financial statements both in accordance with generally accepted accounting principles. Prepare ad hoc reports to meet the needs of the organization. Monitor data to ensure the financial soundness of the organization.
- Record and report on the receipt and use of donor and board restricted funds.
- Recommend and implement policies and procedures to ensure compliance with applicable laws, regulations and best practices for all accounting and financial reporting functions.
- Manage annual audit.
- Oversee the preparation of the biweekly payroll process and ensure prompt payment of all payroll taxes.
- Participates on the management team and the Board Finance Committee; provides advisory services and financial data essential for strategic and tactical matters.
- Supervise Accounting Assistant.

Qualifications/Experience

- Five or more years' experience in accounting. CPA preferred.
- Three or more years' experience in non-profit management in organization(s) of comparable size or larger. Experience with non-profit fund accounting systems and methods of allocation.
- Proficiency with Peachtree accounting software, ADP payroll software and Microsoft Office including Access database expertise.
- Strong time management and organizational skills. Ability to plan, prioritize and manage multiple tasks with careful attention to detail.
- Excellent written and verbal communication skills. Demonstrated skill in leadership with the ability to maintain positive, professional relationships at all levels of the organization.
- Familiarity with or a sincere interest in meditation preferred.

Conditions & Physical Demands

- This position requires the incumbent to work at a computer for extended periods of time. The Director of Finance is also required to occasionally work weekend hours to attend IMS board meetings.

~ This position is available immediately ~

This is a full-time, 40 hours/week position offering health and dental benefits, Flexible Spending Account, Meal Plan options, generous paid time off, and participation in the Staff Sangha Program.

IMS is an Equal Opportunity Employer and encourages candidates from diverse backgrounds to apply.

Qualified applicants: Please send Staff Application (available at www.dharma.org) to IMSjobs@dharma.org. Please include a résumé and a cover letter detailing your interest in the position.

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in Early Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.