



## **JOB OPENING: FINANCE DIRECTOR**

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the 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. IMS offers an exceptional work environment centered on kindness, positivity and respect.

The Director of Finance is a strategic partner to the organization's leadership, responsible for the investments and overall financial management of this \$6M non-profit organization. IMS is a mature organization set in the quiet countryside of central Massachusetts serving a well-established and growing community. The Finance Director may work in our Barre, MA offices or remotely.

The Finance & Accounting Department is responsible for all aspects of financial management at IMS including budgeting, general ledger entries, audit oversight, and ensuring regulatory compliance.

### **Primary Responsibilities**

#### **Managerial**

- Supervises Accounting staff in a manner that creates the conditions for personal growth and optimal performance; reviews employee performance on a regular basis and provides feedback; implements disciplinary actions in consultation with Executive Director when needed.
- Oversees hiring, training and orientation of new departmental staff.
- Administers schedules to ensure appropriate coverage and adherence to PTO policies and practices.
- Provides ongoing support for team collaboration, cohesion and behavior that supports the staff and yogis' practice in the work environment.
- Implements the operational, financial, and personnel policies and procedures of IMS in the department.
- Maintains productive relationships with all other IMS managers and directors; plans, collaborates and coordinates with other departments as appropriate; participates in management meetings, staff meetings, operational meetings and other forums in a way that represents the interests of both IMS and the department.
- Serves as a member of management team.

#### **Operational**

- Oversees all general accounting, cost benefit analysis, budget management, and forecasting needs.
- Prepares accurate and timely financial statements both in accordance with generally accepted accounting principles. Prepares ad hoc reports to meet the needs of the organization. Monitors data to ensure the financial soundness of the organization.
- Records and reports on the receipt and use of donor and board restricted funds.
- Recommends and implements policies and procedures to ensure compliance with applicable laws, regulations and best practices for all accounting and financial reporting functions.
- Manages annual audit and annual budget processes.
- Oversees 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.
- Attends regularly scheduled manager and staff meetings as required.



- Participates in maintaining a positive, professional work environment in the department and throughout the organization.
- Meets IMS's expectations for service excellence.
- Supports and protects silent retreat environment; upholds ethical principles.
- Other duties as assigned.

### Qualifications/Experience

- Bachelor's Degree in Accounting, Finance or related discipline.
- 5 or more years' experience in accounting. CPA preferred.
- 3 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.
- Expertise with Microsoft Word and Google Apps.
- A strong customer service background with a commitment to providing a high level of service.
- Familiarity with or sincere interest in meditation or mindfulness preferred.

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**Qualified applicants: Please send a résumé and cover letter to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org)**

This is a full-time, 40 hours per week position. The salary range for the Finance Director position is \$67,500 to \$84,000 per year. The base salary range above represents the low and high end of IMS's salary range for this position. Actual salaries will vary based on various factors such as location, experience, education, training, and performance.

In addition to salary, IMS offers employees a variety of benefits including an exceptional Blue Cross Blue Shield of MA health insurance plan, dental insurance, life insurance, Flexible Spending Accounts, a retirement savings plan with employer contribution, six weeks PTO, a year-end bonus, Paid Parental Leave and a variety of meditation benefits.

*Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at [HR@dharma.org](mailto:HR@dharma.org).*

*Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*