



Supporting People with Disabilities Since 1972 | www.co-op.cc

POSITION AVAILABLE: VP of FINANCE

ORGANIZATION

Established in 1972 and based in the greater Taunton area of Massachusetts, CO-OP is a 501(c)(3) not-for-profit organization dedicated to supporting individuals with developmental and other disabilities to become valued members of their communities. CO-OP's services are person-centered, embracing the vision, interests and support needs of each person. CO-OP serves adults and transition-age students through a diverse menu of programs and clinical services, including residential and employment supports and a variety of day program activities.

POSITION

The **VP of Finance** will report to the President and Chief Executive Officer and be responsible for the administration of agency financial planning and management activities, property management, information technology systems and the supervision of finance office staff and property management. S/He will also ensure the following:

- Sound fiscal management of CO-OP's resources.
- Maximize efficiency and productivity by establishing and/or maintaining rigorous financial policies, procedures, controls and reporting systems.
- To lead and ensure value added financial support is provided to all the departments and programs within the agency.

RESPONSIBILITIES

- Serve as senior management lead for all financial matters
- Serve on the Board Finance Committee and keep Board members informed of all pertinent financial matters.
- Assure excellence in accounting and associated reporting requirements and regulations.
- Develop and implement goals, policies and procedures in accounting and financial reporting.
- Direct annual budget development for use with internal management and external parties.
- Accountable for cash management and creating/maintaining strong banking relations.
- Responsible for accuracy, integrity, and management of general ledger, financial analysis/reporting, and internal controls.
- Produce accurate and timely monthly financial statements, including budget to actual projections for income statement, cash flow and balance sheet.
- Responsible for ensuring contract files are updated and amendments have been processed.



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- Oversee the finance team and manage the continual improvement of systems and processes.
- Oversee timely, accurate and effective execution of core fiscal operations, including accounting, accounts payable, billing, purchasing, and all required external reporting.
- Direct the coordination and execution necessary to assist the external auditors
- Assist with special projects, technical accounting analysis and ad-hoc reporting.
- Oversee completion and filing of all corporate income tax returns.
- Supervise and manage finance staff
- Oversee facility maintenance operations and supervise staff assigned to these functions.
- Oversee and coordinate the agency IT functions. Maintain the efficient use of internal and/or external resources to ensure the most cost effective information technology systems.
- Adhere to CO-OP policies and procedures, respect confidentiality and maintain a positive and professional attitude.
- Help facilitate community membership opportunities for service recipients through personal connections and networking.
- Help facilitate community integration and the development of social relationships.
- Promote ongoing positive communication with all stakeholders, including staff, participants, family members, directors and regulatory representatives to assure appropriateness, effectiveness, and efficiency of services.
- Amend work schedules and assignments contingent upon needs of CO-OP and individuals served.

QUALIFICATIONS

- Bachelor's degree in accounting, business, finance, or other related field required.
- A minimum of ten years of accounting experience and senior financial management experience preferred
- Possession of a valid driver's license and agreement to use one's auto for business matters
- Acceptable Criminal Offender Record Information (CORI) check.
- Hands-on management experience in 501(c)(3) organizations with diverse public sector funding and contracts. Prior experience with the Massachusetts Department of Developmental Disabilities or other state agency funding desirable.
- Analytical self-starter who produces quality work in a timely fashion
- Strong emphasis on teamwork; motivation to support CO-OP mission with external audiences
- Demonstrated excellence in communications and presentations

HOW TO APPLY

Cooperative Production, Inc. (CO-OP), 455 Somerset Avenue, P.O. Box 506, N. Dighton, MA 02764-0506

P 508-824-1717 F 508-822-0919



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All applicants should review the CO-OP website, <http://co-op.cc> to familiarize themselves with CO-OP programs before applying. Applicants should submit a resume and cover letter directly to landrade@co-op.cc describing their qualifications, interests, AND how they would carry out the day-to-day responsibilities listed above. Also, do put "CO-OP Finance" in the email subject line to expedite review. No phone calls please.

CO-OP is an equal opportunity employer and seeks qualified applicants without regard to race, ethnicity, gender, religion, age, marital status, or sexual orientation.