



Chief Financial Officer

The Jamaica Plain Neighborhood Development Corporation (JPNDC) anchored in 46 years of community organizing and equitable economic development. Founded in 1977 to reverse disinvestment in one neighborhood, JPNDC is today a citywide leader in helping Boston families overcome barriers to economic mobility and intergenerational asset-building. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system.

What We Offer:

JPNDC offers an extensive Benefits package! Up to 90% of individual insurance premiums paid for health insurance, vision, and Altus dental insurance, 2 weeks of vacation and 14 holidays recognized per year, employer – paid life & disability insurance, a vested 403b retirement, and much more! CEU Credit or comparable training offers to support professional development in areas of: DEI, economic and workforce development, early childhood education, and affordable housing and real estate finance.

About this Position: If you are ready to make a lasting impact in the lives of others, consider applying!

We are seeking an experienced professional to join our collaborative Finance team. This person will work closely with the Chief Executive Officer and the Real Estate Development Team including but not limited to:

What you will be overseeing:

Financial Management

1. Direct all aspects of the financial management of JPNDC and its affiliates.
2. Develop and implement financial policies and procedures regarding general ledger, financial reporting, state and federal regulation compliance, and corporate tax and informational filings.
3. Ensure that financial procedures are designed and carried out in conformance with generally accepted accounting principles and that internal control systems are maintained.
4. Manage relationship with audit firm, including scheduling, planning, and preparation of audit work papers and preparation of tax returns. Ensure that annual audits and filing of tax returns are completed in a timely and cost-effective manner.
5. Work with audit firm and board Treasurer to ensure informative presentation of audit results and tax filings to the Finance Committee and JPNDC board.
6. Represent the organization to investors, foundation executives, financial institutions, public officials, etc.

7. Manage the agency's cash flow, including prompt billing and monitoring of receivables, and active oversight of investments.
8. Develop and regularly update cash flow projection for the organization and its departments.
9. Review general ledgers monthly and produce monthly financial statements for JPNDC and affiliates.
10. Oversee the accounting department to ensure proper maintenance of all accounting systems and functions. Supervise accounting staff's performance and development.
11. Work with Chief Executive Officer and department directors to prepare annual operating and capital budgets. Prepare monthly budget vs actual reports for Chief Executive Officer and department directors and quarterly budget reports for Board of Directors.
12. Work with Chief Executive Officer and Finance Committee to prepare multi-year budgets and analyze trends affecting JPNDC's financial performance.

Contract and Real Estate Project Administration

1. Design and implement systems to track financial progress of development projects and prepare funding requisitions. Maintain regular communications with project staff, lenders and investors regarding project costs and financing and reporting requirements.
2. Work with program and project managers to develop budgets for programs, contracts, and real estate development projects.
3. Oversee set up of new accounting entities as required for new development projects.
4. Oversee monthly cash management through careful tracking of individual real estate projects as well as inter-company activity.
5. Manage audit and compliance requirements for all affiliated real estate organizations, working in coordination with the Director of Asset Management.
6. Review monthly financial reports of JPNDC housing portfolio managed by third-party management companies and work with Director of Asset Management to hold management companies accountable, including timely and thorough preparation of budgets.
7. Oversee preparation of cost certifications required by HUD and ones required for Low Income Housing and New Market tax credits.
8. Oversee financial operations of Family Child Care Program, including timely submission of billings, monthly financial reports and budget projections.
9. Oversee financial operations of other JPNDC economic development initiatives, such as micro-loan fund.
10. Oversee preparation of invoices and fiscal reports for contracts with city, state and federal funding agencies. Work with program managers to monitor contract costs and billing issues.
11. Perform other related duties as required.

What it takes to be successful:

- 10+ years of broad finance and accounting experience that includes accounting, budgeting, control, and reporting preferably for a complex nonprofit with a budget of approximately \$8 million.

- Deep experience with real estate development and commercial accounting. Knowledge of the affordable housing industry including HUD, low-income housing tax credits and new market credits are desirable.
- MBA or BA in Accounting preferred
- CPA or audit experience in real estate and non-profits preferred
- Computer proficiency required. Working knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, and Sage Intacct or similar accounting software.
- Excellent written and oral communications skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills plus excellent organization skills.

Work Environment:

This is a full-time hybrid role. 3 days in the office and 2 days remote.

Employment Terms/Compensation: This is a full-time, salaried position at 100,000-120,000 with full benefit package. Salary negotiable depending on experience.

Email cover letter and resume to: vhampton@[jpndc.org](mailto:vhampton@jpndc.org) Applications without cover letter will not be considered.

JPNDC is an Affirmative Action/Equal Opportunity Employer