



Job Title:	<u>Finance & Operations Manager</u>	Date:	<u>2/16/22</u>
Job Code:	<u>006901</u>	Grade:	<u>630</u>
		FLSA Status:	<u>Exempt</u>
		Reviewed	<u>Compensation/HR/</u>
Department/Section:	<u>RIZE Massachusetts</u>	By:	<u>Burns</u>
Reports To:	<u></u>		

General Summary/ Overview: *Summarize the nature and level of work performed.*

The RIZE Massachusetts Foundation (RIZE) is a statewide nonprofit committed to achieving zero stigma and zero deaths related to opioid use disorder by investing in meaningful solutions and engaging broad perspectives to save lives, reduce harm, and end the opioid epidemic. RIZE is building a multi-million-dollar fund that focuses on efforts to address the opioid epidemic through a full continuum of programs from prevention to long-term sustainable recovery and invests in the specific areas where more resources are immediately necessary. RIZE conducts its work in four main areas; fundraising; grantmaking, commissioning and disseminating research; and convening stakeholders. RIZE has the following overall objectives: Embed learning and evaluation into all strategies to improve results and build evidence for sustainable, scalable approaches; reduce stigma and increase understanding of opioid use disorder as a chronic disease; and with other institutions and key stakeholders, facilitate a coordinated approach to the overdose crisis.

Under the direction of the CEO and in partnership with the part-time CFO, the Finance and Operations Manager is responsible for the accounting, business, administrative, and operations functions of RIZE. The successful candidate must enjoy working within a small team environment (5-6 other employees) that is mission and results driven. This position requires strong leadership skills, excellent interpersonal skills, as well as sound judgment and maturity. Must also have a demonstrated capacity to work in a dynamic, fast-paced environment, have strong administrative and organizational skills, excellent verbal and written communication skills, attention to detail, be able to handle a variety of situations, and maintain a balance among multiple priorities. This is a hands-on position with a wide range of responsibilities. The ideal candidate will have positive energy and sense of humor. RIZE's annual budget is approximately \$4 million with approximately \$2.7 million paid out in grants and program investments.

Principal Duties and Responsibilities: *Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.*

Finance & Compliance

- Ensure adherence with RIZE's fiscal policies and procedures

- Spearhead the annual planning process, budget creation, and explain the assumptions built in the budget. Understand sources of revenue and related restrictions and reporting requirements.
- Facilitate relationships with banking partner, CFO, and treasurer.
- Support the CFO in the annual audit process.
- Create regular financial reports for CEO, CFO, chief development officer, and for other internal planning needs including board and committee meetings.
- Reconcile bank statements.
- Manage accounts payable and accounts receivable and track in Salesforce & Quickbooks.
- Prepare vendor contracts and track invoices and deliverables.
- Prepare grant agreements and track disbursements and deliverables. Ensure compliance with federal, state, and RIZE policies as needed depending on funding source.
- Responsible for reporting/filing on applicable rules and regulations.

Operations & Administration

- Collaborate with management to develop and meet annual goals, while supplying expertise and guidance on operations projects and systems. Develop and prepare regular updates and dashboards on organization activities and pipeline.
- Identify, recommend, and implement new processes, technologies, and systems to improve and streamline operations.
- Manage all systems for the organization including facilities, IT vendor/help desk, phones, internet, copiers,
- Evaluate and maintain data systems, CRM, and other software in collaboration with IT vendor (SalesForce, Quickbooks, Wordpress, Asana, etc.)
- Manage relationship with insurance broker and manage annual renewals.
- Provide administrative support for our employee processes including recruitment, onboarding, orientation, and training
- Help facilitate the performance management process that measures and evaluates progress against individual and organizational goals.
- Coordinate timekeeping for staff.
- Use the Mass General Brigham values to govern decisions, actions and behaviors. These values guide how we get our work done: Patients, Affordability, Accountability & Service Commitment, Decisiveness, Innovation & Thoughtful Risk; and how we treat each other: Diversity & Inclusion, Integrity & Respect, Learning, Continuous Improvement & Personal Growth, Teamwork & Collaboration
- Other duties as assigned

Qualifications: *(Must be realistic, neither overstated nor understated, and related to the essential functions of the job.)*

- BS in finance or related course of study required.
- Three to five years' experience preparing and managing budgets, bookkeeping, and operations.
- Prior experience in a nonprofit or philanthropic organization preferred.
- MS Office experience required.
- Experience with QuickBooks and Salesforce strongly preferred.
- Asana and WordPress experience preferred.
- A combination of education and experience may be substituted for requirements

Skills/Abilities/Competencies: *(Must be realistic, neither overstated nor understated, and related to the essential functions of the job.)*

- An experienced professional who understands the dynamics of working at a non-profit.
- Demonstrated complex project management experience and a successful track record of managing and/or leading multiple projects at any given time and implementing work plans.
- Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations in support of goals.
- Ability to collaborate and communication with a broad audience including board members and constituents in the treatment and recovery community.
- Excellent writing and oral communication skills.
- A positive energy and sense of humor.
- A willingness to jump in and get the job done.

Supervisory Responsibilities: *List the number of FTEs supervised.*

- No direct reports; may indirectly provide leadership and guidance to less seasoned and new staff

Fiscal Responsibility: *Indicate financial "scope" information, i.e.: size of budget, volume, revenue, etc.*

- No direct budgetary responsibility
- Demonstrates fiscal responsibility by effectively using Mass General Brigham resources

Working Conditions: *Describe the conditions in which the work is performed.*

- Possible local travel to Mass General Brigham sites
- While performing the duties of this job, the employee is frequently required to sit; talk; or hear; use hands to finger; handle; or feel; reach with hands and arms. The employee is occasionally required to stand; walk; and stoop; kneel; or crouch. The employee must frequently lift and/or move up to 5 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is quiet to moderate.

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