



## JOB OPENING: FINANCE DIRECTOR/CONTROLLER

IMS is now accepting applications for the position of Finance Director. Reporting to the Executive Director, the Finance Director is a strategic partner to the organization's leadership, responsible for the financial management of this \$3.5M non-profit organization. IMS is a mature organization, 40 years old this year, serving a well-established and growing community, and set among 400 secluded wooded acres in the quiet countryside of central Massachusetts.

### Principal Responsibilities

- 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 and customized for the needs of the organization.
- Monitors the financial soundness of the organization.
- Recommends and implements policies and procedures to ensure IMS's compliance with applicable laws, regulations and best practices, for all accounting and financial reporting functions.
- Records and reports on the receipt and use of donor and board restricted funds.
- Extracts critical and confidential data from the organization's customized Access database and is proficient in this specialized software's reporting capability.
- Prepares and processes biweekly payroll for staff and teachers and assures 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.
- Supervises Office Assistant in Accounting.

### Qualifications/Experience

- Five or more years experience in accounting.
- Three or more years experience in non-profit management in organization(s) of at least comparable size; experience with non-profit fund accounting systems and methods of allocation.
- Ability to synthesize and assimilate the related systems of a unique and complex organization and interconnect these into a broad understanding of the whole and how the systems and software interact.
- Proficiency with Peachtree accounting software, ADP payroll software, Microsoft Access databases and Microsoft Office.
- Ability to plan, prioritize and manage multiple tasks with careful attention to detail.
- Excellent written and verbal communication skills, having skill in leadership with the ability to maintain positive working relationships at all levels of the organization.
- Strong time management and organizational skills.
- A sincere interest in meditation practice and a commitment and ability to integrate ethical principles into daily life.

### Conditions & Physical Demands

- Occasionally required to work weekend hours to attend IMS board meetings.
- Required to work at a computer for extended periods.

Position is full time, working 40 hours per week, offering health benefits, meal plan options and generous paid time off, as well as participation in the Staff Sangha Program.

**Position to start as soon as possible.**

Qualified applicants, please email your application (cover letter and résumé) to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org). Please indicate your availability to start in your application. Note that applicants must have prior authorization to work in the US.

*IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.*