

Director of Finance

March 2025



[Housing Navigator Massachusetts, Inc.](#) develops technology that promotes housing equity and data that brings transparency to affordable housing throughout Massachusetts. We are a 501(c)(3) founded in 2019.

Our first-in-Massachusetts product– a simplified, user-focused housing search tool –launched in August 2021 and is now the #1 affordable housing search tool in the state. Over 100,000 people accessed the site in the first year. We are constantly enhancing our service, hosting more users (now 35,000+/month), adding listings, and working to improve access to affordable housing at a systemic level. We partner with the public sector, housing owners, housing advocates, and technology leaders. In addition to this role, our team includes 6 FTEs based in Cambridge, MA.

Why This Job Is Important to Housing Navigator MA

Housing Navigator MA is embarking on its next growth phase, exploring and implementing new tech- and data-driven tools to expand housing access and equity. This role provides key financial insights to support the company's growth and ensures that all accounting practices adhere to industry standards, regulations, and internal policies.

Position Summary

The Director of Finance will be responsible for overseeing the company's accounting operations and managing a variety of financial functions, including financial reporting, budgeting, payroll, and compliance. The Director of Finance will provide financial insights to the Executive Director and Leadership team to ensure the business's financial decisions are data-driven and aligned with company goals. This is a non-exempt, part time position. The Director should work three days a week during regular business hours, and may be fully remote.

What you'll do

Financial Reporting & Analysis:

- Conduct regular financial analysis to identify trends, variances, and areas for improvement.
- Prepare and review accurate monthly, quarterly, and annual financial statements (income statement, balance sheet, and cash flow statement) in compliance with GAAP.
- Reconcile bank accounts, monthly trial balance, and payroll .
- Develop and implement a cash-management strategy and Investment policy
- Provide management with insights and recommendations for budgeting, forecasting, and strategic planning.

General Ledger Management:

- Oversee the company's general ledger, ensuring proper accounting for all transactions.

Budgeting & Forecasting:

- Develop and manage the company's annual budget, working closely with the leadership team and Board Finance Committee to align financial goals with strategic objectives.
- Prepare financial forecasts and projections to help guide decision-making and monitor cash flow.

Payroll & Benefits Administration:

- Oversee payroll processing and ensure accurate and timely payments to employees.
- Manage employee benefits, including health insurance, retirement plans, and other perks, ensuring compliance with relevant laws.

Compliance & Audits:

- Ensure compliance with local, state, and federal tax regulations and financial reporting standards.
- Maintain compliance in Account Payable (AP)/Account receivable processes (AR) and donation accounting.
- Prepare for and manage external audits, liaising with auditors to provide requested documents and information.
- Ensure accurate tax filings (sales tax, payroll taxes, etc.) and stay up-to-date on changes in tax laws.

Internal Controls & Process Improvement:

- Implement and maintain strong internal controls to safeguard company assets and prevent financial discrepancies.
- Continuously improve accounting processes and systems to increase efficiency and accuracy.

Cross-functional Collaboration:

- Work closely with other programs (e.g., Operations, Data, Product, and Development) to support their financial needs and ensure smooth business operations.
- Assist with the financial aspects of grant applications and funding requests.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field. CPA or MBA preferred.
- 8+ years of experience in accounting or finance. Some nonprofit experience is required.

- Strong understanding of Generally Accepted Accounting Principles, financial reporting, and tax regulations. Knowledge of grant accounting and compliance standards and experience managing restricted funds.
- Experience with accounting software (QuickBooks, Gusto, BILL, and other tools). Proficiency with Microsoft Excel or Google Sheets for financial analysis.
- Excellent organizational skills with the ability to manage multiple projects and meet deadlines.
- Strong attention to detail and a proactive approach to problem-solving.
- Excellent communication skills, with the ability to present financial data in an understandable way to non-financial team members.
- Proven ability to work collaboratively in a team environment while managing independent tasks.
- A commitment to Housing Navigator of MA's mission and values of equity, accessibility, and transparency.

The following would be considered a plus for your candidacy though not required:

- Experience with nonprofit or government contracts, especially related to technology or the public sector.
- Experience building budgets
- Experience in a growing or startup environment.

If you're excited about this role and think you could be successful but your experience doesn't align with every qualification, we encourage you to still apply.

Salary range: \$45-\$50/hr, 401k eligible, part-time without benefits.

Start date: May 2025

We offer a hybrid work environment (two days a week in the office/three remote for FTEs). Our offices in Kendall Square, Cambridge, MA are available to you but this position may be fully remote and will require certain days in office for staff meetings.

Housing Navigator MA is committed to a diverse, inclusive environment in housing and its contracting. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, email jobs@housingnavigatorma.org with your resume and additionally let us know why you're excited about the role & what makes you a good fit. Please indicate in the subject line that you're applying for the Director of Finance position.