



Job Description

Position Title: Fiscal Manager

Reports To: Chief Executive Officer/Executive Director

Location: Greater New Bedford Workforce Board (MGNBWIB)

Position Overview

The Fiscal Manager will oversee and manage the financial operations of the Greater New Bedford Workforce Board. This role ensures compliance with all state, federal, and local fiscal regulations, maintains accurate accounting practices, and supports organizational stability during a period of transition. The Fiscal Manager will be responsible for daily fiscal operations, grant and contract compliance, financial reporting, and preparation for audits, while providing leadership and technical support to staff and external partners.

Essential Duties and Responsibilities

Financial Management & Oversight

- Manage daily fiscal operations including accounts payable/receivable, payroll, deposits, withdrawals, and general ledger transactions.
- Monitor and reconcile bank accounts monthly; ensure accurate reporting of cash flow and expenditures.
- Process vouchers, invoices, and purchase orders, ensuring compliance with internal controls.
- Maintain compliant files for all financial transactions and vendor contracts.
- Ensure all financial activities adhere to Generally Accepted Accounting Principles (GAAP) and nonprofit best practices.

Budgeting, Grants & Contracts

- Assist in the creation of the annual operating and integrated budget for inclusion in the Business Plan.
- Develop and monitor budgets for grant applications in collaboration with staff.
- Prepare financial status and close-out reports for all funding sources in accordance with state, federal, and WIOA requirements.
- Monitor expenditures related to grants, contracts, and other fund sources to ensure compliance with regulations.
- Assist with fiscal monitoring of sub-recipients, vendors, and service providers.

Compliance & Reporting

- Prepare timely and accurate financial statements, reports to the Board, and submissions to funding agencies.
- Assist federal and state monitors, as well as independent auditors, during fiscal reviews and annual audits.
- File and maintain compliance documentation including Form 990, Form PC, tax-exempt certificates, and related filings.
- Participate in state and local fiscal meetings and training sessions to ensure alignment with current regulations.

Internal Controls & Policy Development

- Assist in reviewing, updating, and implementing fiscal and procurement policies and procedures.
- Recommend process improvements to enhance efficiency, compliance, and financial integrity.
- Provide guidance to staff on fiscal matters and serve as a resource for financial problem-solving.

Other Responsibilities

- Provide regular financial updates to the CEO/Executive Director, Finance Committee, and Board of Directors.
- Contribute to strategic planning by offering financial insights that strengthen organizational stability.
- Perform other duties as assigned by the Chief Executive Officer/Executive Director.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field (required).
- Minimum of 3–5 years of nonprofit finance/accounting experience, preferably with grant-funded organizations.
- Strong knowledge of GAAP, nonprofit accounting, and federal/state fiscal regulations.
- Demonstrated experience with financial reporting, audits, and compliance oversight.
- Proficiency in QuickBooks or comparable accounting software.
- Strong organizational, analytical, and communication skills.
- Ability to work independently, maintain confidentiality, and uphold high standards of integrity.

Benefits

- Retirement match at a rate of fifty percent (50%) for up to eight percent (8%) of the annual salary with vesting after 180 days
- Eligibility for health and dental coverage, and 457 (b) plan subject to plan terms and eligibility for company paid benefits such as life insurance, short- and long-term disability, and long term care
- Paid Time Of (PTO) earned on an accrual basis of 16 hours on the first of each month (24 days annually)
- 14 company paid holidays

Compensation: Salary range of \$80,000 - \$90,000 depending on experience. This is a full-time, on-site position with competitive benefits. In line with the office-wide remote work schedule, only limited remote work is permitted.

Application Instructions:

Interested applicants can email their resume and cover letter directly to:

Wil Edmond
Deputy Executive Director

Wil@mhgnb.com



MassHire Greater New Bedford Workforce Board is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable laws. We celebrate diversity and are dedicated to creating an inclusive environment for all individuals.

MassHire Programs & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration Grants as well as non-federal funded grants. (Additional details furnished upon request).



MassHire Greater New Bedford Workforce Board is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable laws. We celebrate diversity and are dedicated to creating an inclusive environment for all individuals.

MassHire Programs & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration Grants as well as non-federal funded grants. (Additional details furnished upon request).

