Job Description: Chief Financial Officer (Part-time)

Job Overview: VietAID is looking for a CFO to join our nonprofit organization and manage all financial aspects, including investments and audit activities. This position is part-time and reports to the Executive Director.

The Vietnamese American Initiative for Development (VietAID) was founded in 1994 by community leaders and residents who believed that a community development corporation would provide comprehensive economic development programs and services to alleviate poverty and advance civic participation in the Fields Corner Vietnamese community of Dorchester. VietAID’s programs include an accredited bilingual pre-school, out of school time youth development, drop in day program for older adults and affordable housing creation and preservation. VietAID manages a growing portfolio of deeply affordable housing units across Fields Corner and Dorchester.

VietAID developed and operates the Vietnamese American Community Center (VACC). VACC serves a place for the community to come together and take part in or learn about programs that can help them improve their health, education, financial well-being, and more. VietAID is just one of several community organizations that operates out of the VACC. On any given day, as many as 200 children, youth, and adults access services in the building.

Essential Job Responsibilities:

- Develop and monitor budgets, with involvement of Executive Director and key program staff
- Oversee cash flow management and projections
- Train, supervise and support growth of VietAID’s accountant staff
- Present monthly, quarterly and annual financial statements to executives and board of directors
- Audit and UFR (Massachusetts Uniform Financial Reporting) preparation, coordination with audit firm
- Review and Interpretation of Financial Statements
- Coordination of Banking, Insurance, and Accounting Relationships
- Oversight of Fiscal Policies and Procedures
- Represent the company to investors and public officials
- Coordinated Federal, State and City of Boston grant compliance

Qualifications:

- Proven work experience as CFO, preferable in a non-profit organization or community development corporation
- Experience with affordable housing financing and asset management of existing portfolios which are managed by a third party.
- Knowledge of non-profits with Federal, State, City of Boston and private funding.
• Ability to work effectively and collaboratively within a multi-cultural, multi-ethnic, multi-generational environment.
• Proficient in MS Office suite and ability to be trained in software/database systems.
• Bilingual Vietnamese and English, a plus.

Physical Requirements (examples below)

• Must be able to climb, reach, stand, talk, hear and be capable of repetitive motion.
• Work requires close visual acuity.
• Position is not exposed to adverse environmental conditions.

Compensation based on experience. Applications accepted until position is filled.

VietAID is an equal opportunity employer. Please send resume, and cover letter to: jobs@vietaid.org. Resumes accepted until position is filled. No phone inquiries.