



COOPERATIVE DEVELOPMENT INSTITUTE

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Senior Accountant/Chief Financial Officer	
Contracted PT: 5+ hours/week	Reports to: Executive Director
Hourly wage range: \$50-\$65/hour	All-Remote work

About The Cooperative Development Institute (CDI):

The Cooperative Development Institute (CDI, www.cdi.coop) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 by cooperative leaders across industry sectors with a mission to build a cooperative economy in the Northeast through the creation and development of successful cooperative enterprises and networks in diverse communities in New York and New England.

Our mission is to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy.

Our vision is transforming ownership of our economy, so all people can meet their basic needs!

CDI is a virtually based 501(c)3 non-profit that has 16 employees and an annual budget of 1.6 million dollars.

CDI works to support, advise and provide technical assistance to all sorts of cooperatives in the Northeast. CDI's Northeast Resident Owned Communities (NEROC) program provides support and assistance for residents of manufactured home communities to purchase their parks and run them cooperatively. Our Business Ownership Solutions (BOS) program in Maine focuses on conversion of existing businesses to worker ownership and our Cooperative Food Systems (CFS) program works with all food-related cooperatives; from assisting New American and Native American farmers to rural food cooperative retail stores and producer co-ops. And that's not all of what we do!

Job Overview:

Serving as Chief Financial Officer, responsible for accounting tasks and reporting, including: monthly reconciliation and quarterly balancing of books; quarterly financial reports for the Board of Directors; working with auditor on annual closing of books, audit and taxes; adjusting bookkeeping as needed; and creating reports and providing financial analysis support, as needed, for Board, Executive Director or program directors. Also preparing and sending reports and invoices for grants, managing cash between interest-bearing accounts, and assisting Executive Director and program directors in preparing annual budgets.

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the base of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (voice and TDD).

Must be familiar with GAAP and have minimum 5 years' experience with use of QuickBooks and non-profit accounting. Understanding of cooperatives and accounting relative to cooperatives, a plus!

Our books are currently kept in QuickBooks General Business; but probably should be converted to QuickBooks Non-profit. Familiarity with both versions and experience in accounting system design, analysis, and implementation essential.

Position may require more hours worked weekly during time of development of annual budget, preparation of quarterly reports and annual audit and preparation of tax documents.

Position oversees some bookkeeping tasks of the Office Manager, but has no direct reports. Office Manager serves as bookkeeper, entering all deposits and invoices and paying all direct deposits and cutting checks. Office Manager reports to Executive Director. Payroll will be contracted out to a PEO.

Position is virtual and hours can mostly be worked at contractor's preference; a brief bi-weekly phone check-in with the Executive Director expected.

Essential Job Functions:

1. Serves as Chief Financial Officer, overseeing work of bookkeeper.
2. Verifies entry and allocation and details of business transactions to accounts in journal entries using QuickBooks. Business transactions include grant contracts, invoices, receipts, bills, timesheets, reimbursable expenses, bank and G/L reconciliations, loan agreements, subcontractor contracts, and other miscellaneous forms of payables and receivables.
3. Performs monthly reconciliation of bank accounts, prepaid assets and other G/L accounts.
4. Prepares quarterly financial reports for CDI Board of Directors, in consultation with the Executive Director, with the goal of maximum clarity.
5. Prepares federal and foundation grant financial reports and invoices.
6. Oversees bookkeeping relative to Fiscal Sponsorships and provides advice on appropriateness relative to 501(c)3 requirements of fiscal sponsee budgets.
7. Presents standard financial reports to the Executive Director, the Board, Project Managers, funders, clients and external agencies, both statutory and private.
8. Meets, as needed, with Executive Director, Project Managers and bookkeeper to develop, install and maintain budgeting and expense reporting systems for the organization and all grants/contracts to provide control of expenditures made to carry out the activities of the organization and as a means for planning and mid-course corrections.
9. Assists, as needed, with the development, implementation, and enforcement of financial systems, policies and procedures to ensure complete and accurate financial accounting, strong financial controls and organizational efficiency, effectiveness and stability.
10. Manages cash, including short term investment of surplus funds.

11. Prepares all supporting documentation and works in collaboration with CDI's auditor/CPA for all end-of-the-year reports and tax filings, including annual financial audit.

Contractual Expectations:

1. Responsible for conducting all activities within the prescribed policy and budgetary guidelines as set by the Board and administered by the Executive Director
2. Demonstrates personal responsibility in job performance.
3. Responsible for professional standard of behavior, including consistently respectful and professional attitude with staff, Board and clients.
4. May be required to perform additional related duties or functions of lesser or greater responsibility, as negotiated, to meet the ongoing needs of the organization.
5. Accountant is expected to conduct themselves in an ethical manner, and to act in a manner which is deemed truthful, honest, reliable and trustworthy

Minimum Requirements

1. Bachelor's Degree and/or equivalent experience with non-profit accounting
2. Minimum of five years' experience in financial management including experience in accounting system design, analysis, and implementation.
3. Computer literacy, including strong knowledge of Microsoft Excel and QuickBooks (General Business and Non-profit versions) accounting software.
4. Excellent communication and interpersonal skills.

Knowledge Skills/Abilities

1. Strong knowledge of non-profit fiscal management, general business practices and GAAP.
2. Experience with Federal, State and Foundation grant reporting
3. Experience with Fiscal Sponsorship.
4. Ability to think critically and solve problems.
5. Strong interpersonal skills.
6. Ability to work well under pressure with critical deadlines.
7. Knowledge of cooperatives and cooperative accounting, a plus!

Interested applicants should send a proposal for this contract to info@cdi.coop by Tuesday Nov. 1. Supporting documentation, such as resume or referrals, welcomed. People of color and women are encouraged to apply. CDI is an equal opportunity employer and provider.