



## community development partnership

### **Job Opportunity Comptroller**

#### **Description of Employer**

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they're based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$3.9 Million funded through government & foundation grants, contributions from individuals & businesses and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

**Job Opening:** Comptroller

**Status:** Full-time Exempt Position (37.5 hours/week)

**Time Frame:** Review begins March 21, 2022, position open until filled

#### **DESCRIPTION**

The Comptroller has overall responsibility for all accounting related activities for the organization, including financial reporting. The Comptroller reports to the Chief Financial & Administrative Officer (CFAO), is a member of the organization's Finance & Administration Team and plays a key role in supporting the organization's program staff and achieving the organization's mission.

3 Main Street Mercantile, Unit 7, Eastham, MA 02642 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

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The Comptroller will work from the CDP's office located at 3 Main Street Mercantile, Eastham, Massachusetts. This is a Full-Time Exempt Position (37.5 hours/week).

### **Our Ideal Candidate**

Our ideal candidate will be an entrepreneurial professional with ambition and a strong work ethic, who has experience in the non-profit sector. We seek an energetic, collaborative and dependable team player, who is passionate about the work, and enjoys coming up with new ideas as well as overseeing existing initiatives. Successful applicants are able to speak in non-financial language, can translate and teach financial literacy, and is a strong writer and communicator. In addition, she/he should be creative, flexible, able to think outside the box, and able to transition creative solutions into a reality.

### **Specific duties will include but not necessarily be limited to:**

#### General Accounting

- Oversee the General Ledger/Chart of Accounts
- Complete all month and year end account reconciliations
- Manage Fixed assets and all related depreciation schedules
- Manage collections and receivables
- Manage various side projects, operationally and accounting

#### Practices & Procedures

- Maintain Internal accounting controls
- Assess and maintain existing procedures, and establish new ones where required
- Maintain manual of standard procedures relating to controls, procedures, reports, system documentation and disseminate information to relevant personnel

#### Reporting, Planning and Budgeting

- Prepare monthly financial statements and supplementary analysis reports as required
- Work closely with the CFAO and CEO to develop budgets and integrate with monthly reporting
- Monitor compliance with bank loan agreements, grant awards and property management agreements
- Support department heads with reports generated from the accounting system

#### Management of Information Systems and Technology

- Working with the CFAO to identify and incorporate technology to better support the company and customers
- Maximize utilization of accounting software in place (upgrade if necessary)
- Identify additional applications required and implement

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### **Skills and Experience**

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below

#### **Required**

- A passion for the CDP's mission to build a diverse year-round community of people who can afford to live, work and thrive on the Lower Cape.
- Bachelor's Degree in Accounting, Finance, Management
- At least 7 of years of experience
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Experience at change leadership and change management
- Strong motivational and staff leadership abilities
- Excellent analytical, communication and presentation skills
- Sense of humor, integrity, personal sense of accountability
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Zoom video conferencing and accounting software. Experience working in Oracle NetSuite a plus

**Compensation:** Salary range is \$65,000 to \$75,000 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

**To Apply:** Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to Kathleen Boyce, Chief Financial and Administrative Officer, E: [Kathleen@capecdp.org](mailto:Kathleen@capecdp.org). References may be requested. Review begins March 22, 2022 and the position will be open until filled.