

## Director of Finance

### **About MOVA**

MOVA is an independent state agency governed by the Victim and Witness Assistance Board. MOVA strives to advance victim rights by ensuring all victims and survivors of crime across the Commonwealth are supported and empowered through access to high-quality services that are trauma-informed, culturally responsive, and reflective of diverse communities. MOVA achieves this through survivor-informed work, advocacy for enhanced victim rights and services, partnerships with agencies and individuals, and a commitment to providing funding and services for underserved and marginalized communities.

### **Job Overview**

The Director of Finance is a member of MOVA's leadership team and has primary responsibility for agency fiscal operations. The Director of Finance directly supervises the Fiscal Team and provides strategic management of the agency's finances and budget. This position has primary responsibility for all agency fiscal operations for multiple funding streams which support MOVA's operating budget, funded grantees, and stakeholders. The Director of Finance oversees the general accounting, budget, AP/AR, procurement/purchasing, and audit responsibilities for the agency. Candidates should have significant financial and budgeting knowledge and experience within Massachusetts state government, along with strong leadership skills.

### **Responsibilities**

- Serve on MOVA's Leadership Team by contributing to MOVA's policy development and strategic planning, managing staff, budgetary decision-making, setting team goals and accountability for goal attainment, and furthering MOVA's mission
- Responsible for the management of the fiscal coordinators, which includes hiring; training; goal setting; delegation; accountability for team and individual performance; monitoring progress; coaching and providing feedback; and providing opportunities for growth and development
- Prepare agency budget and monitor spending for multiple accounts in the state accounting system (MMARS)
- Lead annual planning and budgeting process and make recommendations regarding spending levels for agency operations, programs, and grantees
- Manage budget and contracts related to facilities and operations
- Provide financial oversight for federal grants, state funding, and trust funds
- Actively monitor financial status of agency and direct necessary expenditure/encumbrance adjustments at direction of Executive Director and/or Chief of Staff
- Oversee and execute systems, procedures, and methods for all financial activities, including preparation, analysis, and presentation of periodic financial statements and supervision of accounting functions
- Review financial systems and monitor transactions to ensure compliance with internal controls and state and federal regulations
- Track and report the Victim and Witness assessments and deposits into the Drunk Driving Trust Fund (DDTF), Human Trafficking Trust Fund, and Garden of Peace Trust Fund
- Prepare quarterly and annual financial reports required for various state and federal agencies
- Provide regular fiscal reports and updates to the Executive Team and Victim & Witness Assistance Board
- Develop internal policies and procedures related to fiscal administration, finance, and budgeting
- Support backup to the Manager of Administration and Employee Experience for employee payroll, time and attendance, and other duties, as needed

- Oversee the employee reimbursement process and review reimbursements for adherence to MOVA and state policy
- Serve as a liaison to budget analysts from the House and Senate Ways and Means Committees and the Office of Administration and Finance
- Serve as agency security officer for Commonwealth Enterprise Systems and manage all required Commonwealth security roles and procedures

#### **Qualifications**

- Minimum of eight years of relevant professional work experience, including leadership and supervisory experience; a degree may substitute for up to four years of professional work experience
- Extensive knowledge and experience in the Commonwealth Enterprise Systems, including MMARS
- Strong knowledge of basic accounting and finance principles
- Significant experience with state and federal grants, procurement, and contracting policies
- Ability to manage multiple priorities and build strong relationships
- Ability to be a team player, take initiative, be self-motivated, resourceful, and flexible
- Strong attention to detail and overall organizational skills
- Strong knowledge of fiscal software products, including MS Excel and Access
- Ability to establish and meet deadlines and effectively solve problems
- Commitment to furthering the agency's mission
- This position is hybrid and requires working in a MOVA office (Boston or Northampton) at least one day per week as well as attendance in office for specific work related to team and agency priorities
- Valid driver's license. Travel throughout Massachusetts required.

#### **Additional Information**

- Submit cover letter, resume, and any accommodation requests to [MOVAHR@mass.gov](mailto:MOVAHR@mass.gov)
- MOVA is an equal opportunity employer and strives to ensure that those working in our office reflect the diversity of the communities we serve. MOVA encourages applicants from a broad spectrum of backgrounds to apply for positions.
- Managerial, exempt position
- Salary range of \$100,000 – \$110,000 annually
- This position is hybrid and requires working in a MOVA office (Boston or Northampton) at least one day per week as well as attendance in office for specific work related to team and agency priorities