321 Blue Hill Avenue
Dorchester, MA 02121
617.445.1228
www.caribbeanfoundation.net

Financial Coordinator

Department: Finance

Reports To: CFO

Position Status: Full-Time

About Caribbean Foundation of Boston

Caribbean Foundation of Boston (Urban Community Homemaking) provides compassionate, culturally responsive home care services that help older adults and individuals with disabilities remain safely and independently in their own homes. We are committed to delivering exceptional care while creating a supportive and inclusive workplace for our employees.

What We Offer

- Supportive and collaborative work environment
- Opportunities for professional growth
- Meaningful work supporting CFoB's mission and community
- Competitive pay and benefits for eligible employees

Position Summary

The Finance Coordinator supports the financial operations of Caribbean Foundation of Boston (CFoB) by ensuring timely, accurate, and organized completion of essential finance functions. Working closely with the CFO and internal departments, this position supports billing, accounts payable, accounts receivable, payroll, financial recordkeeping, financial analysis, budget tracking, and financial reporting.

The successful candidate will be a financially agile and analytical professional who is comfortable working with numbers, evaluating financial scenarios, identifying trends and variances, and responding to changing organizational needs. This position will work across functions and serve as a key financial operations resource, including providing coverage for essential financial functions during the CFO's absence.

Essential Duties and Responsibilities

Billing & Revenue Support

- Coordinate with the Coordination Department to ensure monthly service invoices are prepared and submitted to payers accurately and on time.
- Maintain billing trackers and related financial records with current and accurate information.

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- Prepare and provide monthly billing reports and supporting documentation to the CFO, including non-billable hours reporting.
- Monitor billing activity, identify trends or variances, and support the CFO with analysis for reporting to the CEO and Board of Directors.

Accounts Payable

- Process invoices and accounts payable transactions accurately and timely.
- Enter invoices and payables into QuickBooks using appropriate coding and approvals.
- Prepare weekly check runs in accordance with established procedures and internal controls.
- Monitor spending activity and identify trends or variances to support financial analysis and reporting.

Accounts Receivable & Collections

- Ensure checks and other payments received are properly coded, recorded, tracked, and deposited.
- Monitor payer aging and follow up on outstanding receivables as directed.
- Escalate overdue or outstanding payments as appropriate.
- Support analysis of collections activity, cash flow, and accounts receivable trends.
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Payroll & Financial Operations

- Coordinate with the Coordination Department to support the preparation and submission of weekly payroll.
- Ensure payroll-related obligations are accurately entered, tracked, and maintained.
- Maintain and archive required payroll documentation and reports.
- Provide coverage for essential billing, payroll, accounts payable, accounts receivable, and other financial functions during the CFO's absence.
- Maintain continuity of critical financial processes and escalate issues requiring CFO-level review.

Budget Management & Financial Analysis

- Serve as a first-line resource for managing and tracking fundraising budgets, event budgets, pledges and collections, grant-related budgets, and other organizational financial needs.
- Assist with budget preparation, monitoring, reconciliation, and variance tracking.
- Analyze financial information and scenarios to identify trends, risks, opportunities, and areas requiring attention.

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- Prepare financial reports, summaries, and supporting information for the CFO and organizational leadership.
- Support the CFO with financial analysis and reporting for the CEO and Board of Directors.

Cross-Functional Collaboration

- Work collaboratively with Finance, Coordination, Operations, Development/Fundraising, and other departments to ensure accurate and timely financial information.
- Provide responsive financial support to staff and departments and help resolve financial questions or issues.
- Build effective working relationships across a diverse organization and community.
- Maintain confidentiality of financial, employee, client, donor, and organizational information.
- Perform other finance-related duties as assigned.

Qualifications

Required

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of two years of relevant experience in finance, accounting, financial administration, nonprofit finance, or a related field.
- Experience with accounts payable, accounts receivable, billing, payroll, budgeting, or related financial operations.
- Experience with QuickBooks or comparable accounting software.
- Strong proficiency with Microsoft Office, particularly Excel.
- Strong organizational and time-management skills.
- Excellent attention to detail and accuracy.
- Strong analytical, critical-thinking, and problem-solving skills.
- Ability to manage multiple priorities and meet established deadlines.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work independently while collaborating effectively with a team.

Preferred

- Experience working in a nonprofit or community-based organization.
- Experience managing or tracking grants, fundraising budgets, event budgets, pledges, or collections.

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- Experience providing financial coverage or operational support during a senior finance leader's absence.
- Experience working with or demonstrated understanding of the communities served by CFoB.

Core Competencies

• Financial Analysis	• Accountability
• Financial Accuracy	• Communication
• Budget Management	• Collaboration
• Critical Thinking	• Cultural Competence
• Problem Solving	• Confidentiality & Discretion
• Organization & Planning	• Adaptability
• Attention to Detail	• Strategic Thinking

Pay Range Disclosure

The pay range for this position is $60,000 to $65,000 annually. This range represents the lowest to highest salary that Caribbean Foundation of Boston, in good faith, believes it would pay for this position at the time of this posting.

Actual compensation will be determined based on several factors, including, but not limited to, relevant education, training, certifications, experience, internal equity, market conditions, and the organization's operational and budgetary needs. The posted pay range may be modified at any time in accordance with applicable law.

To Apply: Please submit your resume and a brief summary of your relevant experience to info@caribbeanfoundation.net

Equal Employment Opportunity

Caribbean Foundation of Boston strongly believes in equal employment opportunities for all employees and applicants for employment. Our organization's success depends on the skills of qualified people, regardless of their race, age, color, religion, national origin, ancestry, sex (including pregnancy, gender identity, and expression), sexual orientation, protected genetic information, veteran status, disability, or any other characteristic protected by law. We will not discriminate based on these characteristics in any personnel action.