



Assistant Controller

Boston, MA

About Social Finance

Our Mission

Social Finance, Inc. (SFI) is a 501(c)(3) nonprofit dedicated to mobilizing capital to drive social progress. We bring together uncommon partners—governments, investors, and nonprofits—around a common purpose: to measurably improve the lives of those most in need. Our intention is to strengthen the link between performance and payment—driving more funding toward programs that work – via Pay for Success applications.

What is Pay for Success?

Pay for Success (PFS) is a unique innovation in impact investing. It generates returns by creating efficiency in the way government deploys taxpayer funds—by investing in prevention and focusing on outcomes. In any PFS financing, every dollar of return directly represents a tangibly measured unit of human impact. At the same time, it's a methodology for agreeing on the outcomes policymakers and communities choose to prioritize, and a reimagining of the social sector that focuses on results and rewards performance.

Our Services

Social Finance partners with governments, nonprofits, foundations, impact investors, and financial institutions to create innovative financing solutions to improve social outcomes. In the Pay for Success and Social Impact Bond market, our **Advisory Services, Social Investment, and Active Performance Management** teams support all phases of work, tailored to the needs of our partners. We are focused on developing a strong Pay for Success field through market education, publications, events, research and analysis. Most recently, Social Finance launched our **Public Impact Initiative**, which uses the full range of Pay for Success tools – like active performance management and innovative funding mechanisms such as outcomes rate cards – to help governments design, fund and manage effective social services.

Role and Responsibilities

Reporting to the Controller, the Assistant Controller will manage key accounting and finance activities for Social Finance and its affiliates, and will have significant responsibilities related to federal grants management.

Financial strategy and budgeting

- Work closely with Controller and senior team to prepare annual organizational operating budget, budget to actual reporting, and quarterly forecasts
- Prepare project budgets for both contract and grant-based proposals
- Manage finance committee calendar, producing quarterly financial reports for both the committee and Board of Directors

Financial management and reporting for Social Finance, Inc.

- Execute accurate and timely transaction posting to the General Ledger
- Manage revenue contracts, the production of invoices and recognition of revenue
- Manage expense contracts and commitments, implementing authorization protocols as necessary
- Work with Controller and Accounting Associate to achieve finance department goals, including timely and accurate month-end and year-end close of financials
- Ensure all monthly balance sheet reconciliations are complete and accurate, and outstanding items are researched and resolved each month
- Work with Controller to issue monthly financial statements and ad hoc reports
- Monitor the financial activity on grant programs and prepare expenditure reports for program managers as needed
- Maintain up to date chart of accounts
- Handle significant areas of the annual GAAP audit preparation
- Coordinate federal and state nonprofit tax filings
- Coordinate payroll and 403b retirement savings plan contributions, reporting and compliance
- Develop cash projections and manage firm's active cash management policy

- Establish and maintain effective working relationships with internal and external stakeholders

Social Investment Operations

- Coordinate with third party administrators and internal teams to produce and review monthly financials for all active Pay For Success deals managed by Social Finance; create monthly reports as needed for the SFI subsidiaries that do not have third party administrators
- Work with internal deal and investor relations teams to issue capital calls and record incoming receipts; execute payments and transfer funds as needed
- Work with finance and deal teams to manage annual audit and tax preparation (Form 990, corporate forms and K-1s)

Federal Grants Management

- Collaborate with program and operations teams to prepare and submit federal grant applications, completing all required forms and any administrative items as needed
- Bring a strong understanding of Uniform guidance for federal grants management and related cost principles; help design, implement, and communicate to team the guidelines for reasonable, consistent, accurate and allocable expense management on grants
- Support various accounting functions for the organization's federal and foundation grants and contracts, which may include invoicing, auditing, account reconciliation, variance analysis, and monthly and quarterly reporting
- Work with operations team to file quarterly and annual reports, including federal FFRs; Complete any ad hoc reports as needed
- Manage grant close-out process, including close-out of sub-grants and sub-contracts. Develop and implement a close out checklist.
- Ensure compliance with 2 CFR 200 OMB Uniform Guidance and guidance provided by governing agencies
- Lead annual OMB A-133 Audit of federal grants

Qualifications

Social Finance is seeking a dynamic individual with strong interpersonal and problem-solving skills to join its growing finance team. Qualifications and requirements include:

- Accounting, business or related college degree
- At least six years of demonstrated, full-time accounting work experience
- Non-profit accounting experience (either via employment or via supporting nonprofit clients while at a public accounting firm)
- Federal grants management, including pre- and post-award experience; experience managing grants with Corporation for National and Community Service (CNCS) highly valued
- Experience with Sage Intacct accounting software a plus
- Solid analytical and technical skills, as well as oral and written communication skills
- Ability to operate in an unstructured but demanding environment, and demonstrable track record of high performance; high level of independence and motivation
- Ability to work within deadlines and to work independently with minimal supervision
- Ability to handle complex and confidential information with discretion
- CPA is not required for position, but will be highly valued experience

Application

Send cover letter and resume to hire@socialfinance.org (Subject line: Asst. Controller)

Review of applications will begin immediately. No phone calls please.

Social Finance, Inc. is an equal opportunity employer, and all qualified applicants will be afforded equal employment opportunities without discrimination because of actual or perceived race, color, national origin, sex, age, religion, creed, disability, marital status, citizenship, ancestry, personal appearance, sexual orientation, gender identity or expression, political affiliation, military status, status as a protected veteran, genetic information or any other legally protected status.