



Senior Associate, Finance

Boston, MA

About Us

Social Finance is a national impact finance and advisory nonprofit. By working with the public, private, and social sectors, we create partnerships and investments to measurably improve lives. In the past decade, we have mobilized over \$225 million to help more than 35,000 individuals realize improved outcomes in education, economic mobility, health, and housing.

We are driven by the belief that social and economic systems should enable all people to thrive, and the conviction that we can create the most meaningful and measurable change in our communities when governments and markets work together. Our organization is built upon four core values:

- Putting people first
- Focusing on results
- Demonstrating the highest standards of integrity and accountability
- Building enduring cross-sector partnerships

And it is strengthened by a commitment to [diversity, equity, and inclusion \(DEI\)](#).

We work across three core practice areas: Impact Investing, Impact Advisory, and Field Building.

Through our Impact Investing portfolio, we develop and manage innovative investments, including the [Career Impact Bond](#) and the [Social Impact Bond](#). In our Impact Advisory practice, we work alongside impact-focused leaders to implement outcomes-oriented approaches. And in our Field Building work, we share firsthand learnings and best practices to catalyze social impact in the field. Across all our work, which spans the public, private, and social sectors, we continually challenge ourselves and our partners to use funding and data in innovative ways to create lasting impact.

The Opportunity

Based in our Boston headquarters, this position is ideal for candidates who want to apply their accounting and finance expertise in a mission-based setting, focused on innovation and impact, and who thrive on being strategic and forward-looking, while also focused on managing the details and ensuring the highest quality of work.

Responsibilities

Reporting to the Controller, the Senior Associate, Finance is responsible for the recording and reconciling of much of the accounting data for Social Finance, including payroll. This position will be a critical part of a small finance team. Responsibilities will include:

Recording and reconciling all accounting data

- Prepare and send all Social Finance invoices, on a monthly and ad hoc basis; reconcile Accounts Receivable monthly and follow-up on past due items
- Manage all aspects of Accounts Payable, including capturing all invoices to SFI, implementing authorization protocols and issuing checks twice monthly and on an as-needed basis
- Assist in completing month end close procedures, including:
 - Record all cash transactions and reconcile bank accounts
 - Prepare month end reconciliation schedules for balance sheet accounts
 - Prepare standard journal entries
 - Assist in preparing month end financial reports and analyses
- Timesheets- monitor timely and accurate submission of employee timesheets in accounting software
- Expense reports- review and process reimbursement reports and corporate card expense reports through Expensify, manage import into accounting software
- Assist with financial statement audit and tax requests

Recording and reconciling all payroll data

- Prepare bi-weekly payroll
- Book all payroll in Sage/Intacct accounting software

- Reconcile all payroll accounts monthly, this includes accrued payroll, accrued payroll taxes, accrued vacation and accrued benefits accounts
- Submit bi-weekly 403b contributions and assist with annual census and data for the 5500 filing

Reports and dashboards

- Write and maintain all reports needed in accounting system, use clear naming conventions for all reports and report groups
- Prepare financial reports for Controller in accordance with grant requirements
- Manage all dashboards, checking the Leadership, Director and Accountant dashboard at least monthly to maintain accuracy throughout

Administrative and other

- Work with Controller to assure proper implementation of the firm's active cash management policy; maintain and work to assure compliance with all authorization matrices for all Social Finance entities
- Work with Controller and Assistant Controller to document all accounting processes and procedures with demonstration of GAAP compliance for all
- Work with Controller and Assistant Controller to achieve all finance department goals, including the annual budget and audits, 990 and other tax filings
- Assist Controller and Assistant Controller in various accounting research projects
- Assist with implementing and maintaining internal controls and formalized processes
- Establish and maintain effective working relationships with internal and external stakeholders

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 or equivalent
- 4+ years of related accounting work experience or demonstration of knowledge and abilities
- Non-profit accounting experience (either via employment or via supporting nonprofit clients while at a public accounting firm)
- Understanding of U.S. GAAP and internal controls

- Proficient with MS Word and Excel
- Solid analytical and technical skills, as well as oral and written communication skills
- Ability to operate in an unstructured but demanding environment with multiple lines of business and frequent deliverables
- Demonstrable track record of high performance; high level of independence and motivation
- Ability to work independently within deadlines, with minimal supervision, and to be proactive in managing responsibilities
- Ability to handle complex and confidential information with discretion
- Commitment to enhancing a team culture of inclusion, belonging and equity
- The following are not required, but would be considered as a plus for your candidacy:
 - Experience in or with the systems we seek to impact
 - Experience with Sage Intacct accounting software

Benefits

At Social Finance, we strive to deliver a benefits program that will enhance our overall value proposition to employees. Our current benefit offerings include:

- Comprehensive health care coverage: medical, dental and vision insurance; flexible spending accounts; Employee Healthy Actions programs and more
- Retirement savings plan with employer contribution
- Short-term, long-term and life insurance policies
- Commuter benefits and cell phone reimbursements
- Hybrid work model (in office three days per week, work from home two days per week and on an ad-hoc basis as needed)
- Dedicated budgets for team building and employee recognition
- Annual budget for external professional development opportunities
- Mentorship and onboarding programs
- Collaborative and energizing workspaces in downtown Boston, San Francisco and Austin
- Paid vacation and paid holidays (with 12/24-1/1 off every year)
- Paid parental leave
- A truly stellar team of high performing, values-driven and fun (!) professionals

Application

Applicants must be permanently authorized to work in the United States on a full-time basis. Send cover letter and resume to hire@socialfinance.org (Subject line: Senior Associate, Finance). Review of applications will begin immediately. No phone calls please.

Please note that, at this time, to be in-person at a Social Finance office, client location or Social Finance-sponsored event, you must be fully vaccinated against COVID-19.

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.