



Center for New Americans

A Community-Based Education and Resource Center for
Immigrants and Refugees in Western Massachusetts

Center for New Americans seeks a full time (37.50 hrs/wk) finance and human resources manager.

The main responsibilities of the Finance/HR Manager include:

Financial:

- Process monthly closings, including posting journal entries, account reconciliations and budget variance analysis.
- Process payroll in QuickBooks
- Process accounts payable, receivable, cash management
- Collaborate with the Executive Director in creating budgets
- Manage grants-create budgets, track expenditures and draw funds
- Analyze financial information
- Participate in financial standards setting and in forecast process
- Direct internal and external audits to ensure compliance

Human Resources:

- Onboard new employees
- Manage personnel benefits, including paid time off, health insurance and retirement
- Update staff handbook annually or as needed

Qualifications:

- Bachelors degree in accounting, finance, business, or related field
- 5+ years of non-profit accounting experience required
- GAAP Compliance
- Ability to work both independently and collaboratively
- Commitment to the organization's diversity, equity and inclusion efforts
- Commitment to the organization's mission of welcoming and serving immigrants

Center for New Americans (CNA) is a community-based non-profit adult education center located in Western Massachusetts. CNA provides adult immigrants with the education and resources to learn English, become involved members of their new communities, and ultimately obtain the tools necessary to secure economic independence and stability.

To apply, please email a cover letter, resume, salary requirements, and contact information for two professional references to hire@cnam.org.

Center for New Americans is an Affirmative Action /Equal Opportunity Employer