



## Finance Director

### Ronald McDonald House Connecticut & Western MA

Ronald McDonald House Connecticut and Western Massachusetts (Ronald McDonald House CTMA) supports families whose children are ill or injured. Our mission is to provide essential services that remove barriers, strengthen families and promote healing when children need healthcare. Our vision is to ensure a world where every family has what they need to ensure the best health outcomes for their children.

Each year, our House programs serve as a home away from home for hundreds of families around the country and the world. We have served more than 25,000 families as their children seek essential healthcare and assisted in saving families over \$2 million in hotel and food costs in 2024.

#### **Ronald McDonald House CTMA Programs:**

**Ronald McDonald House:** New Haven opened in 1985 on George Street in New Haven, CT. The current House, located at 860 Howard Ave in New Haven, was built in 2017 with 18 guestrooms, and two respite rooms. The House provides support to Yale New Haven Children's Hospital, Bridgeport Hospital and Stamford Hospital in Connecticut. The House is currently in an expansion campaign and expects to open 11 additional rooms in the upcoming year.

**Ronald McDonald House:** Springfield opened in 1991 at 34 Chapin Terrace, Springfield, with 20 guest rooms and one respite room. The House provides support to Baystate Children's Hospital and Shiner's Hospital New England as well as other local medical facilities in Western MA.

**Ronald McDonald House Family Room:** Baystate Children's Hospital provides a quiet place within the hospital, away from medical units where families can recharge, grab a bite to eat, and rejuvenate during long days of a child's treatment. The Family Room provides the care and comfort a family needs just steps away from their child's bedside.

#### **KEY COMPETENCIES**

**Values & Trust** – Keeps the mission and priorities of Ronald McDonald House CTMA first and foremost when making decisions that impact our service to families. Acts with honesty and integrity in all matters. Treats others fairly. Represents Ronald McDonald House CTMA well in deeds and actions. We lead with compassion. We are deeply respectful. We act with integrity. We are firmly committed.

**Compassion** – Acts in a caring and inclusive way towards all guests, volunteers and co-workers, regardless of relationships with them and without regard to any individual differences.

**Adaptability** – Open to and embraces change and new ideas. Demonstrates flexibility in doing things differently. Can adapt quickly without reservation. Is supportive and consistently reliable to execute changes in methodology or process.



**Problem Solving** – Can find effective solutions to problems; demonstrates ownership, is proactive and resourceful. A creative thinker who can carefully analyze a situation and has the determination to resolve issues effectively.

**Communication** – Strong interpersonal and communication skills to effectively interact with stakeholders, including the Board of Directors, Advisory Councils, volunteers, staff, and donors.

## Description

\*\*\*The Finance Director position may hold an office in either Ronald McDonald House: Springfield or Ronald McDonald House: Connecticut.

Reporting to the Chief Executive Officer, the Finance Director will be responsible for the financial management of the organization, assist in financial planning for Ronald McDonald House CTMA, manage third party accounting vendors and the Ronald McDonald House CTMA 403 (B) program.

While overseeing day-to-day fiscal operations and benefit packages, the Finance Director will work closely with other senior leaders, staff, and the finance committee in support of the organization's mission. The Finance Director will be responsible for the overall financial management of Ronald McDonald House CTMA.

## Roles and Responsibilities

### Finance

- Manage the relationship with the third-party finance consultants.
- Direct and assume responsibility for Ronald McDonald House CTMA's accounting practices and maintain accurate financial records, preparing timely financial reports using generally accepted accounting principles (GAAP).
- Hands-on responsibilities for all aspects of the financial operations, including AR, AP, bank reconciliations and cash management.
- Manage the annual budget process.
- Analyze organization, departmental and program expenses and revenue.
- Prepare analysis of financial statements, variance and cash flow and other reports as requested by the CEO and Finance Committee.
- Oversees cash flow management.
- Present financials at Finance Committee meetings.
- Keep the CEO and Finance Committee informed by collecting, analyzing, and summarizing information and trends, preparing and submitting reports, answering questions, and responding to requests.
- Prepare grant budgets and financial reports for foundations, corporations and private funders.



- Organize and lead the annual auditing process. Serve as the liaison with outside auditor and provide year end schedules and documents requested by auditor.
- Review draft audited financial statements and draft form 990 to ensure accuracy prior to finalization and timely submission by outside auditor.
- Responsible for all state and federal annual nonprofit tax filings.
  
- Reconcile donations with development database.
- Serve as the liaison with the investment advisor for Ronald McDonald House CTMA investment accounts and the Ronald McDonald House CTMA Investment Committee.
- Responsible for weekly bill pay through bill.com including accurate coding to the general ledger.
- Maintain Credit Card allocating staff expenses to GL.
- Responsible for all RMHC Global financial reporting.
- Record all expense reimbursements.

#### Administration

- Implement and manage of Ronald McDonald House CTMA organization Medicaid reimbursement.
- Lead and take responsibility for annual group health insurance and provide employees with individual cost comparison of provided plans.
- Manage Ronald McDonald House CTMA insurance policies; liaison with insurance agent, review annual coverage and cost.
- Responsible for annual payroll and workers compensation audit.
- Serve as liaison with all 403 (B) plan advisors, custodian and record keeping.
- Prepare and submit bi-weekly payroll retirement reports.
- Review annual 403 (B) compliance.
- Responsible for distribution of all required materials per ERSIA.

The position description does not include a list of all responsibilities. Additional duties that are consistent with this role's responsibility level may be assigned.

- Serve as a Ronald McDonald House CTMA ambassador, communicating the organization's mission, vision, and values.
- Perform other duties as assigned.
- Occasional nights and weekends are required.

#### Qualifications

- Proven expertise in finance and accounting for 5 to 7 years.
- Three plus years of nonprofit organization experience.
- Bachelor's degree (ideally with a CPA, MBA or related degree).
- Extensive knowledge of Generally Accepted Accounting Principles, budgeting, reporting audits and 990 tax returns.
- Proficiency with financial management, payment processing systems, Excel programming, Microsoft Office Experience and QuickBooks are highly desirable.



- Exceptional analytic, organization and problem-solving skills, multi-tasking ability and meticulous attention to detail.
- Affinity for financial analysis and interpretive reporting.
- Ability to prioritize, negotiate and collaborate with a variety of internal and external stakeholders.
- Ability to remain flexible and focused within a dynamic work environment and to manage multiple projects and competing priorities simultaneously.
- Passion for nonprofit work and dedication to the organization's mission.
- Integrity, credibility, sensitivity and discretion in dealing with confidential information.

### Work Environment & Physical Demands

This position operates in a professional office environment and routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, etc. The physical demands described here must be met by an employee to perform the essential functions of this job successfully. While performing the duties of this job, the employee is required to stand, walk, sit (at a desk), climb stairs, and perform small maintenance tasks as needed. The employee may occasionally lift or move up to 50 pounds.

Working conditions include but are not limited to the following:

- A work environment with a non-traditional schedule that prioritizes creativity, collaboration, and work-life balance while contributing to a mission-focused, dynamic, and supportive work atmosphere.
- Full-time, to include weekend and weekday hours with the understanding that flexibility is the key to the success of this 24/7, 365-day Program.
- Local travel in and around Western Massachusetts and Connecticut.
- Occasional overnight travel.
- Reliable transportation is a requirement.

Applicants should send a cover letter and resume to Michelle D'Amore at [mdamore@ronaldmcdonaldhousectma.org](mailto:mdamore@ronaldmcdonaldhousectma.org).