



Finance Director

Position Summary

The Boston Ujima Project, Inc. (Ujima) seeks an experienced Finance Director to join our Senior Leadership Team, reporting directly to the Executive Director. As a key strategic partner, you will oversee financial operations and strengthen our internal infrastructure. We are looking for a collaborative professional to safeguard our fiscal health and support the organization's growth as we enhance our quality programming.

About Us

THE BOSTON UJIMA PROJECT is a Black led, democratic, member-run organization building a cooperative business, arts and investment ecosystem in Boston, with a mission to return wealth to working class communities of color. Ujima is bringing together neighbors, workers, business owners, investors, grassroots organizers, and culture-makers, to create a community-controlled economy in our city.

Ujima is Swahili for "collective work and responsibility." We are counteracting years of disinvestment in our communities and filling in gaps in financing for our small businesses, grassroots organizations, coops and artists, by bringing together actors from sectors that are traditionally not often in conversation with each other, finance & organizing.

Core Responsibilities

Financial Systems and Internal Controls

- Direct all routine accounting operations and provide rigorous analysis of general ledger accounts, including the oversight of monthly balance sheet reconciliations.
- Ensure timely preparation of documentation for reconciling vital accounts, such as long-term liabilities, interest income and expense, temporarily restricted net assets, in-kind revenue etc.
- Establish and execute financial protocols to safeguard the organization's fiscal integrity and improve operational productivity.
- Formulate and manage structured timelines for diverse accounting workflows and reporting requirements.
- Ensure that Ujima's financial reporting and accounting practices remain fully aligned with generally accepted accounting principles.
- Maintain up-to-date knowledge of tax laws and federal regulations to guarantee organizational compliance and uphold industry best practices.
- Co-manage primary relationships with banking partners and other designated financial fiduciaries.
- Proactively refine and scale systems, processes, and internal controls in response to organizational growth and expanding personnel needs.

Financial Reporting and Cash Management

- Monitor organizational liquidity and fiscal performance by evaluating spending and revenue streams against established projections.
- Generate comprehensive financial disclosures to translate complex data for the Board, leadership, and our broader ecosystem of members and investors.
- Facilitate weekly accounts payable reviews and authorize disbursements to ensure timely fulfillment of financial obligations.
- Review outstanding liabilities and follow up on stale-dated payments to maintain accurate accounting records.
- Coordinate the annual distribution of tax documentation for external partners and service providers.

Budgeting and planning processes

- Lead the creation of annual operating and capital budgets that reflect organizational priorities and growth, incorporating feedback from the Board, staff, and Senior Leadership Team.
- Assist in long-term strategy and financial modeling, coordinating with the Senior Leadership Team to establish multi-year budget projections.
- Maintain and develop an organizational dashboard featuring spending indicators for essential activities and programs.
- Provide strategic guidance on fiscal decisions through analysis of assets, revenue, and forecasted cash flow.

Organizational audit and other grant-reporting requirements

- Manage the organizational audit with independent firms and oversee the preparation of all state and federal filings.
- Direct the development of grant-specific audits, reporting requirements, and project budgets.
- Ensure strict compliance with grant regulations, refining reporting procedures in partnership with the Senior Leadership Team as required.
- Reconcile and monitor all grant-related revenue across the organization.

People Management

- Generate or review payroll change documentation as needed.
- Maintain a master personnel list to support compliance, agreement drafting, and budget preparation.
- Assist in managing compliance documents and organization personnel files.

Fund Administration

- Partner with the Executive Director to direct the financial management of the Ujima Fund and upcoming capital vehicles.
- Collaborate with the Managing Director of the Ujima Fund, and Fund Administrator on investor relations, financial tracking, and reporting for the Ujima Fund and additional investment structures.

- Maintain adherence to legal standards, regulatory filings, and investment policies specific to fund operations.

Other

- Manage and negotiate external vendor contracts and renewals in coordination with Senior Leadership.
- Perform additional responsibilities as requested, commensurate with the level of the role.
- Co-direct technology, vendor management, and office administration with the Deputy Director.

Qualifications - Leadership, Skills and Mission Alignment

- Proven dedication to the vitality and wealth of working-class people of color and the advancement of community-controlled financial systems.
- A sincere, hardworking, and transparent character that reflects the core principles of Ujima.
- Highly structured with the capacity to manage multi-layered projects while staying flexible amidst evolving priorities.
- Trustworthy and observant, maintaining focus on the organization's long-term financial stability and overall health.
- Strong collaborative aptitude, capable of working closely with the Senior Leadership Team and Executive Director on high-level strategy.
- Superior communication skills, particularly in clarifying intricate financial reports for staff, board members, and the broader community.
- A minimum of a decade in financial oversight, including at least three years in a director-level or senior leadership capacity.
- Comprehensive grasp of fiscal best practices and accounting, with specific experience in managing annual audits and 990 filings.
- Skilled in using tools like QuickBooks, Bill, RAMP, or Downhome, alongside sophisticated spreadsheet modeling capabilities.
- We encourage you to apply even if you do not meet every single qualification.

Compensation

- **Salary Range:** \$130,000 - \$140,000
- **Responsible Time Off Policy** - Unlimited paid time off practice
- **Comprehensive health, dental & vision** - substantially employer-covered
- **Retirement contributions** (401(K) with 4% employer match
- **Hybrid Flexibility (Boston based)** - 2 day in office practice
- **Professional development budget** - conferences, certifications, continued learning

How to Apply

- **Email:** a resume and short cover letter to hr@ujimaboston.com
- **Subject line:** "Finance Director Application"
- **Application Deadline:** August 7th, 2026 (11:59 PM)