



**the brookline center**  
for COMMUNITY MENTAL HEALTH

## Comptroller

The Brookline Center for Community Mental Health is reimagining what mental health care can be. With a legacy of field-defining impact, The Brookline Center delivers trusted, compassionate services while pioneering new models of care that meet today's urgent mental health challenges.

The Brookline Center serves children and adults across Massachusetts and beyond. Through a unique blend of direct service and systems innovation, we're expanding access, improving outcomes, and shaping a more just and responsive mental health landscape.

In this exciting moment of growth and redefinition, we are seeking a Comptroller who will further articulate our vision, advance the Center's position as an innovator and thought leader, and mobilize support for our evolving role in community mental health.

If you're interested in putting your talents toward shaping the future of mental health and ensuring that care is accessible and equitable for all, we would love to meet you. Learn more about our work and impact at [www.brooklinecenter.org](http://www.brooklinecenter.org).

### POSITION SUMMARY

The Comptroller is responsible for managing the organization's day-to-day financial operations and ensuring accurate financial reporting, strong internal controls, and compliance with nonprofit accounting standards and regulatory requirements. This is a hands-on role that combines accounting responsibilities with financial oversight supporting the Center's mission and financial sustainability. The Comptroller reports directly to the Chief Operating Officer with an indirect reporting relationship to the Chief Executive Officer, particularly for financial reporting, audit oversight, and Board Finance Committee matters.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Financial Operations and Accounting

- Manage all core accounting functions, including general ledger, accounts payable, accounts receivable, cash receipts, and payroll oversight.
- Oversee coding, processing, and paying vendor invoices accurately and in accordance with internal controls.
- Review daily mail and electronic deposits for insurance Explanation of Benefits (EOBs/COBs), checks, and other financial correspondence; ensure timely and accurate recording.
- Manage organizational banking relationships, including account oversight, reconciliations, and cash controls.
- Monitor and actively manage cash flow to ensure adequate liquidity for ongoing operations.
- Perform and review bank and account reconciliations; prepare and post journal entries as needed.

#### Financial Reporting and Board Support

- Prepare accurate and timely monthly financial statements, including budget-to-actual analyses.
- Present financial reports and key financial information at Board and Finance Committee meetings, communicating financial performance, trends, and risks clearly to non-financial stakeholders.

- Provide financial analyses and reports to the COO and leadership team to support operational and strategic decision-making.

#### **Audit, Compliance and Regulatory Reporting**

- Prepare for and oversee the annual independent financial audit, serving as the primary liaison with external auditors.
- Ensure compliance with GAAP, nonprofit accounting standards, funder requirements, and internal financial policies.
- Prepare and submit required financial reports and filings, including the Uniform Financial Report (UFR) and other applicable state and federal reports.
- Coordinate preparation and filing of tax-related documents, including 1099s and other required tax filings, working with external accountants as appropriate.

#### **Payroll, Insurance and Risk Management**

- Oversee the payroll process to ensure accuracy, timeliness, and compliance with wage and hour requirements.
- Coordinate with HR and payroll staff regarding payroll deductions, benefits, and reporting.
- Manage the organization's general liability, professional liability, and other insurance policies, including renewals, claims, and broker relationships.
- Support organizational risk management through appropriate financial controls and insurance coverage.

#### **Internal Controls and Process Improvement**

- Maintain and strengthen internal controls and accounting procedures.
- Identify opportunities to improve the efficiency, accuracy, and effectiveness of financial systems and workflows.
- Support the development and documentation of finance-related policies and procedures in a nonprofit environment.

#### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in Accounting, Finance, or a related field required; CPA or MBA preferred.
- Minimum of 5–7 years of progressive accounting or finance experience, preferably in a nonprofit, healthcare, or behavioral health setting.
- Demonstrated experience with audit preparation, financial reporting, and Board-level presentations.
- Experience with payroll oversight, cash-flow management, and regulatory reporting.
- Strong proficiency with Excel and accounting systems, NetSuite preferred.

#### **QUALIFICATIONS**

- Detail-oriented and highly organized, with the ability to balance hands-on work and deadlines.
- High level of integrity and discretion in handling confidential information.
- Clear communicator able to explain financial information to non-financial audiences.
- Strong understanding of nonprofit finance (funding, planning and budgeting)
- Collaborative and solutions-focused, with a willingness to engage directly in day-to-day accounting tasks.

#### **Salary, Hours and Benefits**

Salary range: \$110,000-125,000 annually.

Placement within this range will depend on factors including the candidate's relevant experience, demonstrated skills, alignment with the role's responsibilities and internal equity. While the posted range represents our good-faith expectation of compensation for this position, the actual salary offered

may fall toward the lower end of the range for individuals who are still developing skills or experience aligned with the role's full scope.

This is a full-time, hybrid position (40 hours/week Monday – Friday)

***Equal employment opportunity***

*The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*