



## Business and Finance Manager

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*Job Description - December 2025*

<b>Reports to:</b>	MCVP Executive Director
<b>FLSA Status:</b>	Exempt
<b>Job Type:</b>	Full Time (40 hours per week)
<b>Salary Range:</b>	Sixty to eighty thousand, annually

### Position Summary

The Business and Finance Manager keeps the organization grounded through thoughtful oversight of finance, grants, and administrative systems. The role brings together details, people, and processes so that services can run with steadiness and clarity. Working closely with program and development staff, this position helps translate daily work into sound financial practices and well supported grant activities. It suits someone who thrives when creating order, navigating complexity, and building the sturdy backbone that keeps mission driven work moving forward.

### Responsibilities

1. Oversee the daily financial work of the organization, including accounting, payroll, reconciliations, budgeting, forecasting, and preparing regular financial reports that help guide decisions.
2. Coordinate the financial side of grants by tracking spending, preparing reimbursements, supporting grant budgets, and keeping the records needed for compliance and audits.
3. Manage payroll and benefits with care, ensuring accurate deductions, secure employee files, and compliance with employment laws and onboarding requirements.
4. Support the core operations of the organization by coordinating purchasing, vendor relationships, insurance coverage, regulatory filings, and the internal systems that keep our records organized and secure.
5. Partner with development and leadership by reconciling donor revenue, tracking fundraising activities, preparing materials for board meetings, and taking part in planning and special projects.

## Qualifications

### Key Qualifications

- Five to seven years of experience in nonprofit operations, business administration, or finance and working knowledge of nonprofit financial systems and administrative operations.
- Bachelor's degree in business administration, accounting, finance, public administration, or related field, or equivalent education and experience.
- Strong organizational and communication skills and ability to manage multiple priorities.
- Proficiency in key systems and tools: QuickBooks, Bill.com, Excel, payroll software, online payment and donor management tools, cloud-based file management systems, etc.

### Other

- Experience supporting grant funded programs that follow federal requirements, including DOJ awards and 2 CFR 200 standards.
- Experience strengthening organizational policies, procedures, and systems.
- Discretion with confidential information and sound professional judgment.
- Commitment to equity, trauma informed values, and the mission of MCVP.
- Comfort working in a small organization where roles include both leadership and hands-on work.

## Additional Requirements

- Completion of advocacy training under NH RSA 173-C.
- Valid driver's license, vehicle insurance, and criminal background check.
- Residency in the Monadnock region or within reasonable commuting distance.
- Availability for occasional evening or weekend hours.

## Compensation and Benefits

- Salary range: \$60,000–\$80,000, commensurate with education and experience, and reviewed in line with MCVP's existing compensation structure.
- Comprehensive benefits including health and dental insurance, generous paid time off, and participation in MCVP's retirement savings program.

## Equal Opportunity Statement

MCVP believes that building safety and justice in our community starts with equity inside our organization. We are committed to creating a workplace where people of every race, gender, identity, ability, and life experience are respected and valued. Survivors and people with lived experience are encouraged to apply. MCVP is an equal opportunity employer.