

JOB POSTING

Mill Town is an impact investment group based in Pittsfield, Massachusetts, in the heart of the Berkshires. We focus on improving our region through impactful business investments, visible real estate projects, and broad community development efforts. **Our Mission:** To improve the quality of life in the Berkshires. We work collaboratively to improve our community and region by investing in valuable projects, building connections, and empowering entrepreneurs and community organizations.

Mill Town has a current opening for a **Finance Manager** to join our team supporting a variety of projects and initiatives.

Job Vision:

Support the accounting, financial analysis, and reporting function. Manage financials for Mill Town entities and provide entity reporting. Help support the development and execution of the financial strategy of the firm. Refine processes to improve standardization and efficiency. Provide outside-the-box thinking, ideas, and recommendations for business development activity. Additional project support needed in various facets of the Mill Town world.

Job Duties:

- Maintain and advance strategies for optimal financial performance across Mill Town businesses
- Track monthly performance including revenue, operating expense, cash flow, and payment processing
- Manage activity in accounting software including bookkeeping where applicable
- Communicate with external CPA firm to support reporting, tax planning, and return preparation
- Maintain and advance models for existing portfolio businesses and new opportunities that contribute to increased efficiency, profitability, and overall performance
- Oversee cash management and banking
- Provide analytics and value-added insight on a variety of business opportunities
- Project support in areas not limited to new business evaluations, modeling, performance and scalability

Qualifications:

- Bachelor's degree in Finance, Accounting, or related discipline
- Minimum of 5-7 years of experience in an accounting or business role with a demonstrated analytical capacity
- Advanced degree helpful but not mandatory
- Strong familiarity and experience with concepts such as budget to actual reporting, general accounting, financial analysis, real estate finance, expense management, and financial reporting
- Familiarity with Quickbooks or other accounting software preferred
- Knowledge of AppFolio Property Management software helpful but not mandatory

Key Characteristics:

- Demonstrated leadership ability
- Self-starter with an ability to work independently and in areas of ambiguity

- A demonstrated professional integrity
- Strong communication skills, both written and oral
- Great attitude, fun, team player
- An intellectual curiosity and inquisitiveness – comfortable asking questions that lead to better results
- Not satisfied with status-quo – a creative thinker
- Desire to make an impact

Benefits:

- Compensation and benefits package based on experience and qualifications

Candidates can submit resumes to info@milltowncapital.com