



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

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Director of Finance & Human Resources

Bikes Not Bombs (BNB) uses the bicycle as a vehicle for social change to achieve economic mobility for Black and other marginalized people in Boston and the Global South. Bikes Not Bombs envisions a more just, equitable, and sustainable world powered by bicycles and led by Black and other marginalized people.

Position Description: BNB is seeking a Director of Finance and Human Resources to lead the financial and human resources functions of the organization. The Director will bring a strong understanding of nonprofit financial management and human resources best practices to ensure efficient operations that drive the strategic plans of the organization forward. This position reports to the Deputy Director, will collaborate closely with other senior staff, and will guide their team of internal and external staff/consultants to reach the agency's financial and HR objectives. This role will be based at the Bikes Not Bombs Hub in Jamaica Plain and includes some remote work options.

Specific responsibilities include, but are not limited to:

Financial Operations (60%)

- In collaboration with the Deputy Director, lead the Finance Team to ensure fiscal oversight and effective bookkeeping, budgeting, accounting, reporting, grants writing/management, and other fiscal duties as needed
- Collaborate with internal staff and external consultants to develop a shared understanding of department priorities, resource needs, and financial performance
- Develop, implement, and oversee all fiscal policies, procedures, and systems ensuring their evolution with the organization's growth
- Prepare, analyze, and present monthly, quarterly, and annual financial statements including trial balances, and financial forecasts promptly to executive leadership and within deadlines
- Construct and manage agency cost allocation plans, spending plans, and grant budgets
- Support the creation of the annual budget, providing supporting financial documents for management
- Ensure accurate and timely vouchering/invoicing of government contract reimbursements
- Support annual independent audits, grant audits, and annual state and federal tax reports
- Review and maintain insurance coverage, ensuring it meets the organization's needs and risk profile
- Oversee weekly agency payroll and benefits procurement, administration, and record maintenance
- Ensure fiscal compliance with government regulations and funder requirements on disbursements, fiscal record keeping, and reporting (includes federal, state, and city contracts)
- Manage all financial documents including legal and insurance documents
- Develop and maintain relationships with vendors; oversee bidding for and coordinating contractors; manage budgets; and filing company documentation
- Support Executive Director and Executive Team as needed with purchasing and expense reporting

Human Resources Operations (30%)

- Develop, execute, and evaluate the organization's human resources policies, programs, and practices
- Partner with ADP to effectively implement and manage Comprehensive HR services
- In collaboration with Team Leads and direct supervisors:
 - Drive onboarding processes to ensure the rapid assimilation, success, and retention of top talent
 - Provide HR expertise and advise all levels of management on employee relations and compliance matters; oversee timely performance management process, handle employee issues, including disciplinary actions and internal investigations, monitor and apply legislative and regulatory guidance, and other personnel policies

- Support the professional development of staff by maintaining custom training content, assigning courses and tracking/reporting course progress and completion
- Oversee payroll and benefits administration, working with the Finance Team for seamless integration

Strategic Leadership & Administration (10%)

- Collaborate with the Staff Leadership Team to align goals, accountabilities and communication processes
- Serve as the primary point of contact for employee inquiries regarding benefits, leaves, and other PTO or direct to ADP or HCHP as appropriate
- Oversee and collaborate with the Executive Team to establish and maintain compliant personnel files.
- Perform other duties as assigned or necessary to the successful operation of the organization

Skills, Background, and Qualifications

The ideal person for this role has the ability to earn the trust and respect of all employees and develop strong partnerships with organizational leaders; has high integrity and is capable of maintaining confidentiality, worthy of trust; and is able to form and lead strong performance-focused teams committed to delivering consistent results. Additional requirements include:

- Must demonstrate a strong understanding of and commitment to Bikes Not Bombs' overall mission.
- Thorough knowledge of accounting principles, procedures, and practices; depth of knowledge regarding government and other grant funding sources and management.
- Ability to create, improve, and evaluate systems and processes for increased efficacy and efficiency
- Excellent organizational, problem-solving, and analytical skills
- Detail-oriented with focus on both accuracy and process
- Experience with finance/accounting and analytics platforms/systems
- Strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration among diverse stakeholders.
- Excellent communication skills both orally and written; able to facilitate and influence actions.
- Able to operate in a dynamic organization and handle multiple projects simultaneously.
- Ability to complete assignments within a specified time frame; must be willing to roll up their sleeves and put in the time and effort needed to get the job done.
- Minimum 5 years of nonprofit finance/accounting experience, including organization budgeting, fund accounting, and government contracts, ideally in a multi-site setting.
- Minimum 5 years of human resources experience, including recruitment and onboarding, employee relations, regulatory compliance, risk and safety management, and employee professional development
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates highly preferred
- Ability to work individually and as part of a team in a fast-paced work environment

Racial Equity

Research suggests that qualified women and Black & Indigenous POC may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive at Bikes Not Bombs to apply for this role.

Constituent leadership is central to the mission of BNB and is highlighted in BNB's current Strategic Plan. As such, BNB is seeking to more fully represent our community and constituencies, **particularly Black and other marginalized people in Boston and of communities in the Global South**, so as to amplify those voices and provide an opportunity for our constituency to participate in the overall direction and leadership of the organization. As such, we actively encourage candidates from broadly diverse ethnic and cultural backgrounds. Bikes Not Bombs is an Equal Employment Opportunity employer.

Application Process:

Please provide a resume and cover letter that includes where you learned of the position and a description of how your qualifications match BNB's needs. Applications should be emailed to jobs@bikesnotbombs.org and will be reviewed on a rolling basis. Please include "Director of Finance and Human Resources" and your full name in the subject line. The compensation package for this position includes an annual salary of \$80,000-\$90,000. Additional benefits include: health insurance, paid time off, flexible work schedule, and discount at our bike shop. This position is open until filled. Expected start date is April 1, 2024 or ASAP.

BNB's Mission & History:

Bikes Not Bombs uses the bicycle as a vehicle for social change to achieve economic mobility for Black and other marginalized people in Boston and the Global South.

Our mission is the driving force behind our volunteer efforts and our dedicated staff. It's why people give their time, their money, their labor. We love bikes, and we love our community, including its most vulnerable and historically excluded members. We want to bring the joy and the utility of bicycling to everyone. "Bikes Not Bombs!" is a demand, a protest, advice for life, and a rallying cry. Through our work, we seek to bring positive change into people's lives and build a sustainable future for all.

Each year we collect roughly 5,000 used bicycles and tons of used parts from our supporters around Greater Boston and New England. We ship most of these bikes overseas to partners in support of economic development projects through our [International Partnerships](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped are distributed in [Youth Pathways](#), where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Staff and paid Youth Apprentices working in our retail [Bike Shop & Training Center](#) also recondition and sell some of the donated bikes that we receive. Profits from bicycle sales, parts sales, and repairs go towards funding our youth and international work. BNB is 40 years old and has an annual budget of \$4.1 million.