

Part Time Comptroller

January 30, 2026

Organization: Massachusetts Association of Approved Private Special Education Schools (MAAPS)

Position Overview: The Massachusetts Association of Approved Private Special Education Schools (MAAPS) is seeking a highly motivated and collaborative **Part Time Comptroller** to oversee activities related to the finances and business of the Association. Reporting to the Executive Director, this position supports a non-profit organization consisting of over 80 members and a budget of just over \$2 million/annually. Because this position balances a variety of responsibilities, a high degree of flexibility, professional competence, ability to maintain confidentiality for sensitive information, significant initiative, and attention to detail are required. The ideal candidate will possess excellent organizational and project management skills and be proficient in using office software applications including Outlook, Microsoft Excel, Word, and PowerPoint, as well as financial reporting and accounting programs. Responsibilities include a range of administrative recordkeeping, financial management, reporting, and human resource management tasks in support of Administration, Finance, and Development work of the Association.

About MAAPS: For nearly fifty years, MAAPS has been the professional membership association for the approved, private, special education schools in New England. As Massachusetts' statewide voice for schools serving students with special needs, MAAPS provides an array of services to its member schools. MAAPS is committed to supporting our member schools as they work towards ensuring that all students with special needs have access to high-quality educational experiences necessary to support their individual development and to fulfill their potential.

The Role: MAAPS' **Part Time Comptroller** will play a critical role in working with staff to ensure the realization of MAAPS' longstanding mission and new strategic plan. In this position, you will be the driving force behind the financial operations that keep our organization running. As MAAPS is a small team, you will have the opportunity to work directly with a variety of initiatives and programs.

Responsibilities: This role includes a variety of responsibilities in financial management, administrative recordkeeping, and human resource tasks. The primary responsibilities include:

Financial Management & Reporting:

- Maintain and administer detailed accounts receivable and accounts payable records and transactions, accounting system (General Ledger, General Journal, Cash Receipts Journal; Sales Journal; Cash Disbursements Journal through Trial Balance).
- Support the preparation of financial reports for management, the Board of Directors and Committees
- Manage and monitor all fiscal arrangements and accounts for the Association including checking, savings, money market, investment accounts and cash flow requirements.
- Prepare financial documents and transactions, including invoices, bank deposits, and bookkeeping reports for the Association.
- Manage MAAPS' accounts, including the renewal of membership dues, and coordination of payments via invoicing/purchase orders for membership, workshops and events.
- Manage and ensure accuracy and timeliness of month-end and year-end closing processes.
- Track unrelated business income and related expenses (UBIT).
- Coordinate all signature authorizations.

Audit & Compliance:

- Prepare for and manage the MAAPS annual audit performed by an external audit firm.

- Ensure compliance with federal and state requirements and internal policies.
- Develop, implement and monitor internal controls to safeguard assets and ensure financial integrity.

Policy, Process & Systems Improvement

- Develop and implement accounting policies, procedures, and operational strategies to improve efficiency and strengthen internal controls.
- Document accounting processes to ensure clarity, consistency, and compliance across the department.
- Recommend and implement improvements to accounting operations, internal controls, and compliance policies.
- Drive process automation and data accuracy to support organizational growth.

Business Administration:

- Administer employee benefits, including benefit plans, payroll, time-off, and tax documents.
- Other tasks as assigned.

Qualifications: The successful **Part Time Comptroller** candidate will be able to contribute to and maintain workflow, project management, financial reporting, human resource reporting, and online filing systems. You are:

- Proficient using office software applications, such as with Google, Microsoft Word and Excel, database and spreadsheet proficiency as well as financial reporting and accounting programs, QuickBooks and/or Paychex experience.
- Bring three or more years of prior relevant experience, preferred.
- Authorized to work in the United States, and ability to pass a background check.
- Knowledge of GAAP and fund accounting principles.
- Proven experience managing audits (nonprofit ideally)
- Committed to integrity and honesty, can present accurate and appropriate information, and exercise excellent judgment especially with confidential information.
- High ethical standards, discretion and professionalism.

Personal Attributes:

- A self-starter and goal driven individual who can also work well with teams and a small staff; and the ability to take on tasks and duties without immediate direction, uphold strong attention to detail, and meet deadlines.
- Strategic thinker with strong attention to detail and a hands-on approach.
- Proactive problem-solver.
- Flexible, inclusive, and able to collaborate with others.
- Someone who follows through on assigned tasks and goals and possess excellent time management and prioritizing skills.
- An exceptional communicator.

Team & Structure: You will be supervised by the Executive Director. This position offers you the opportunity to work in a collaborative environment on various initiatives.

Classification: Part Time, Exempt



Equity Statement: MAAPS is committed to fostering a diverse, equitable and inclusive workplace where every individual feels valued, respected and empowered to contribute their fullest potential. We are an equal opportunity employer and believe in hiring based on experience, qualifications and merit without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or any other characteristic protected by law. We work to foster an environment that is inclusive, equitable and respectful of all individuals, regardless of background, and honors the diversity of the communities we serve. We strive to embed equity and inclusive into everything we do and prohibit discrimination and harassment of any kind and are proud to be an Equal Opportunity Employer.

Work Environment: Our office is currently located in Stoneham at 92 Montvale Ave. but is moving to downtown Boston in May, 2026. We embrace a hybrid work approach, combining the advantages of face-to-face interactions with the flexibility of remote work. For this role, in-state travel to meet with school and board members and staff is required. You may find that you work at the office location one day a week. The expectation is that this position will assist in implementing functionalities that make it possible to do this job almost fully remotely. You must have a current valid driver's license, and having a vehicle is preferred, but not necessary, but ability to attend meetings and events at various locations throughout Massachusetts is needed.

Benefits: This is a part-time salaried position without benefits.

How to Apply: To apply, please send a PDF of your cover letter and resume to: info@maaps.org

Job type: Part Time/20 hours/week
Salary: Commensurate with experience
Remote/In-person: Hybrid
Location: Stoneham and Boston, Massachusetts
Apply: Please send a PDF of your cover letter and resume to info@maaps.org