

JOB DESCRIPTION
Finance Manager

RESPONSIBLE TO: Executive Director

Hours: 40 hours per week, as scheduled

RESPONSIBILITIES:

Keep records of financial transactions by performing the following duties:

- Verify, allocate, and post details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts.
- Maintain and balance general ledger including fund accounts, including temporarily and permanently restricted funds.
- Reconcile and balance bank statements
- Prepare reports pertinent to the operation of the Agency as needed for internal management and outside organizations
- Prepare financial statements and annual agency budget
- Accounts payable
- Accounts receivable
- Calculate employee payroll from timesheets, prepare/electronically submit payroll to outsourcing company
- Create and present monthly financial updates to Board of Directors
- Maintain historical records
- Prepare all required monthly, quarterly, and annual payroll and business taxes, returns and funds
- Oversee employee benefit administration
- Oversee insurance contracts
- Prepare for and serve as liaison for annual financial audit
- Actively participate in the decision making process for the organization, including the exercise of discretion and independent judgment in matters of relevance to the organization.
- Other duties as assigned
- Communicate with all staff and members of the public in a manner that reflects respect and equality among all individuals of diverse cultural, ethnic, faith, mental/physical or sexual orientation backgrounds

REQUIREMENTS:

- Minimum five years of progressively responsible, relevant accounting experience
- Experience or knowledge of MIPS fund accounting software or other software capable government or non-profit reporting.
- Demonstrated accounting and finance skills including audit knowledge and experience.
- Ability to work as a member of a team as well as independently.
- Analytical skills and proficiency in Microsoft Suite products including Excel, etc.
- Vehicle with current driver's license, registration, and insurance required.
- Must have strong verbal and written communication skills.

STRONGLY PREFERRED REQUIREMENTS:

- B.A. in accounting
- Previous experience with managing and creating a 2.5m dollar budget
- Non-profit accounting experience
- Familiar with cost allocation methods
- Computer systems administration

Revised 8/17 LR/ZM