



Position title: Finance Manager  
Position status: Exempt  
Reports to: Executive Director  
Department: Administrative  
# Direct reports: 0

### Job Summary:

The Finance Manager is responsible for the implementation of companywide financial and business practices. Responsibilities include oversight and administration of the organization's financial budgeting and accounting systems, payroll, grant and donor management, and supply inventory management. Under the direction of the Executive Director, this individual controls and tracks confidential vital data and documents to manage organization-wide compliance, monitor the organization's financial status, and project financial stability into the future.

### Essential Functions of the Job

#### 1) Financial Oversight:

- Balances and reconciles all financial accounts including but not limited to accounts payable/receivable, cash management, vendor contracts, and payroll. Oversees journal entries to adjust the general ledger as necessary.
- Prepares accurate monthly financial statements, benchmark summaries, and other administrative reports.
- Analyzes financial reports in relation to current budget and prior year information to inform current and future financial decisions.
- Drafts and implements policies and best practices to support financial objectives outlined by the Executive Director in alignment with industry standards and best practices.
- Ensures compliance with federal, state, local, and organizational laws, regulations, guidelines, and best practices, including but not limited to tax laws, generally accepted accounting principles (GAAP), cost accounting standards (CAS), and other financial practices pertaining to not-for-profit financial management.
- Interface with outside audit firms(s), banks and lessors, and credit card companies.

#### 2) Personnel Administration:

- Manages and executes payroll in compliance with State and Federal employment law. Completes data entry, verifies its accuracy, and confidentially manages data. Implements effective time-tracking systems to ensure the accurate and timely payment of all work-related activities.
- Onboards new employees. Manages pre-employment process and document management. Supports a welcoming environment for new employees by assisting with paperwork, reviewing key information about benefits enrollment, payroll, and general business practices, acting as an ongoing resource for employment-related policies and practices.
- Confidentially manages and maintains personnel file documentation, all status changes, and relevant payroll HRIS/Payroll information. Manages document archives in compliance with State and Federal regulations.
- Sets up and oversees benefit coordination. Works with independent brokers to administer enrollment and benefit changes.
- Oversees employment/payroll policies regarding leaves of absence, time off, and off-boarding. Guides employees accordingly.
- Executes workers compensation process. Oversees claims management.

#### 3) Supply and Vendor Management:

- Maintains companywide office and supply inventory. Creates and manages inventory and ordering process to create efficiencies.
- Annually reviews contracts related to vendors, contract employees, equipment, and products.

- Serves as point of contact to external vendors providing facilities maintenance services. Communicates special projects, controls access to the building, relays operational information, and serves as a conduit for special projects
  - Processes 10-99's.
- 4) Grant Data Management:
- In collaboration with the Executive Director, manages donor contacts, funding information, timelines, and reporting measures. Assists with data management and operations of the annual appeal and other fundraising events.
  - Develops effective stewardship strategies and tracking systems that result in organized, accurate, and timely financial reporting to State, Federal, and private grantors.
  - Creates reports for the Executive Director that include and track key company financial indicators and can be used toward the application of future grants, or to indicate the allocation or financial impact of existing grants.
  - Manages donor information, funding sources, and other data confidentially and appropriately.
- 5) Other related duties as assigned.

#### Position Competencies:

##### Listening/Process Management:

- Attentive listening – listens to actively restate or execute the direction given.
- Creates and adjusts workflow and policy with both consistency and operational agility in mind.
- Asks good questions based on instructions given, unpredicted changes, and possible outcomes.

##### Collaboration:

- Routinely and proactively communicates with work partners to ensure that efforts are timed to facilitate quality work.
- Adjusts work priorities to the needs of those around them and works in a manner that facilitates workflow and communication.
- Routinely multi-tasks to ensure that the timing and variety of administrative duties are coordinated with any unforeseen requests. Manages workload with a cool head during chaotic times of stress and multiple demands.
- Communicates and interprets difficult financial, operational, and compliance-related concepts in a manner that supports understanding for colleagues with less background in these areas.

##### Problem Solving:

- Anticipates potential problems and articulates to the Executive Director or other leaders promptly.
- Considers options for resolving problems and actively seeks solutions that are acceptable to multiple parties.
- Diffuses high-tension situations with peers or guests by remaining calm, courteous, and professional.
- Follows through with solutions and notifies others when completed.

##### Judgment and Decision Making:

- Makes good decisions based on analysis, wisdom, experience, and historical judgment.
- Generates trust by using empathy, active listening, and critical thinking in an unbiased way to gather data before implementing decisions.
- Demonstrates decision agility, balancing speed with intentionality; operational factors with overarching vision, to make the best decisions possible.

#### Knowledge and Abilities:

- Strong financial acumen.
- Ability to create/follow administrative systems and facilitate workflow.
- Demonstrated skills prioritizing and organizing workload. Superb attention to detail.
- Ability to interact in a calm, courteous manner with all constituents including co-workers, contracting partners, Board members, and guests.
- Demonstrates solid independent judgment, discretion, and confidentiality as expected in this senior role.
- Ability to understand and perform administrative tasks; utilize basic office equipment, as well as word processing, presentation, and multiple financial/data management software.
- Ability to read, speak and understand English directions in forms, instructions, and documents.

Education and Experience:

Bachelor's degree in accounting, finance, or business administration and at least 3 years experience working in a financial management role required. At least 1 year of grant finance administration experience in the not-for-profit sector is preferred. CPA certification is highly desired.

Physical Capabilities

Work is usually performed in a standard office environment, with the opportunity to work from home periodically. Occasional weekend/evening work may be necessary. Must have physical dexterity necessary to operate standard office equipment. Position requires limited movement in one location for long periods (whether sitting or standing) generally oriented around a desk.

This document was reviewed by the position incumbent:

Name: \_\_\_\_\_

Date: \_\_\_\_\_