Finance Manager

Job Summary
Under the supervision of the Finance Director, the incumbent will have a proven record of success to support the day-to-day aspects of accounting for a government and non-profit agency. Develops and maintains a uniform accounting system to manage disbursement and controls of multiple sources of funding for the organization. Responsible for developing and monitoring monthly and quarterly financial report forms for department’s sub-grantees and establishing required documentation. Responsible for organization’s financial compliance. Required to produce timely financial reports detailing Organization and agency contract activities and cumulative financial reports for the unit. Will provide training, support and technical assistance to sub-contractors.

Duties:
• Collaborate with organizational leaders to develop, document, and implement policies and procedures for accounting methods and internal controls.
• Prepares financial statements for all project budgets, monitor adherence to budget, update running budget estimates, and document variances to committed funds and/or forecast targets.
• Reviews and analyzes all financial transactions to determine that procedures meet standard non-profit accounting requirements and practices.
• Monitors receipt of grant and other funds, projects cash flow needs based on past experiences and future expectations.
• Monitors spending to ensure that expenses are within guidelines and budgetary constraints.
• Completes month-end and year-end close accurately and in a timely manner.
• Reviews revenues and expenses to ensure credit to proper accounts using agency’s Chart of Accounts.
• Summarizes and balances account records at specified intervals and reconciles books.
• Assist in preparing annual and other budgets.
• Prepares monthly, quarterly and annual financial reports and other reports as required.
• Will provide assistance to external auditors in locating and interpreting Starting Point account records and other file information.
• Will assist in negotiating contract modifications, if required.
• Maintain up-to-date knowledge of all regulations and contract requirements with regard to financial matters.
• Performs other related duties as assigned.
• Must complete 50 clock hours of training appropriate to position (i.e. software, fund accounting, IRS rules standards updates).

Minimum Requirements:
• The successful applicant should possess an undergraduate degree in accounting and have a minimum of three (3) years experience in budgeting, forecasting, grants management and expense tracking for a non-profit organization.
• Excellent analytical and problem-solving skills with the ability to think independently, take corrective action, and resolve inquiries and requests for information.
• Excellent verbal and written communication skills with ability to effectively present information and respond to questions from management and peers.
• Excellent organizational skills with ability to handle multiple priorities, meet demanding deadlines, adjust to sudden changes in workflow, and maintain high quality standards.
• Ability to maintain all job-related information in a confidential and private manner.
• Strong technical proficiency in Microsoft Excel and Office Suite.
• Knowledge and ability to use accounting related software and ability to access and utilize the Internet.

Note: These qualifications are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job will be considered.

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