HACES - Job Description

**Position**: Finance Manager **Employment Status:** Part time **Reports to**: The Director **FLSA Classification:** Exempt

**Job Summary**

The Finance Manager leads all day-to-day accounting operations including: accounts payable, payroll and grants administration. Is responsible for financial reporting, maintenance of accounting records, accurate processing of financial transactions and administration observing accuracy of the company’s financial results that ensure compliance with generally accepted accounting principles (GAAP), and adheres to grants management standards to achieve flawless audits.

**Essential Functions**

• Provides leadership to all finance and accounting areas of the organization.

• Provides useful financial insights to help make better decisions about formulating and executing strategy, and provide guidance and analysis to executive and operational management to improve results.

• Maintains system of accounts and keep books and records on all transactions and assets.

• Prepares and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.

• Maintains control of the following areas: general ledger, accounts payable, expense reports, billing, and payroll.

• Administers US-based payroll, using Quick Books to deliver flawless payments.

• Oversee maintenance of personnel files.

• Assist in the management of grants reporting, invoicing, compliance, and reconciliation.

• Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.

• Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.

• Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.

• Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.

• Maintain an orderly accounting filing system.

**Reporting Responsibilities:**

• Issues monthly, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management.

• Coordinates the preparation of the draft audited financial statements and tax returns.

• Coordinates the preparation of financial information in the corporate annual report.

• Recommends and reports upon benchmarks against which to measure organizational performance.

• Calculates and issues financial and operating metrics.

• Assists in production of cash flow reports, annual budget, and forecasts.

• Calculates variances from the budget and report significant issues to management.

• Provides for a system of management cost reports.

• Provides financial analyses for programs as needed, in particular program cost analysis and contract negotiations.

**Compliance Responsibilities:**

• Prepare and assist with developing audit schedules for the annual audit.

• Suggest improvements in processes to increase organizational effectiveness.

• Gather 990 and 990T information for the annual tax return.

• Oversee state registration filings.

**Knowledge, Skills, and Abilities:**

• Proactive, hands-on manager who will own, in partnership with the Director, responsibility for the Finance Department.

• Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities.

• Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.

• Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.

• Proven ability to make complex and time-sensitive decisions in the best interests of the organization.

**Qualifications**

• Bachelor’s degree in accounting or finance.

• Minimum of 3 years of finance and accounting experience, including finance, accounting, audit, and analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders).

• Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.

• Nonprofit experience, with experience with fund/grants accounting preferred.

• Proficiency with Quick Books or other accounting software and excellent Excel skills. While the above is a description of the essential functions of the position, other duties may be assigned.

The above statements are to describe the general nature and level of work to be performed by the person assigned to this position. This description does not imply that the above are the only duties and responsibilities assigned to this position. All job requirements are subject to possible modification.