Job Description for: Finance Manager

JOB TITLE: EMPLOYMENT STATUS: FLSA STATUS: DATE: APPROVED BY:	Finance Manager Full Time Exempt June 20, 2022 Sonya Thesing, Executive Director
SUMMARY:	The finance manager is the senior finance position reporting to the executive director responsible for overseeing all financial and operational functions of the agency. Responsible for functioning of all fiscal and billing operations of the organization. Provides leadership to administrative support staff. Serves as the Security Officer.
REPORTS TO:	Executive Director
DEPARTMENT:	Administration
SUPERVISES:	Staff Accountant
CRITICAL SUCCESS FACTORS (COMPETENCIES) (What knowledge, skills and abilities are needed for success in this position?)	• Strong mathematical and analytic skills. • Ability to communicate clearly (verbal and written) to staff and funders. • Ability to forecast, analyze and problem solve. • Possesses a high level of organization and attention to detail. • Works well in teams, has an ability to resolve conflict and negotiate. • Self-directed with good time management skills.
MAJOR RESPONSIBILITIES / ACTIVITIES	1. Responsible for the functioning of all fiscal operations including but not limited to accounts receivable, accounts payable, budget preparation, and reporting. 2. Functions as the coordinator for independent audit and tax work. 3. Prepares monthly financial statements for presentation to the Executive Director, Finance Committee, and Board of Directors. 4. Staffs the board's Finance Committee. 5. Analyzes the agency's financial status and advises the Executive Director of any unusual situations or findings. 6. Prepares, monitors, and manages annual agency budget and grant budgets. 7. Integrates general ledger and human resources information system accounts. 8. Supervises staff accountant. 9. Ensures timeliness and accuracy of billing and reporting submissions. 10. Prepares and invoices monthly bills for grants, and prepares/submits financial performance reports for funders as required. 11. Provides general financial and budget guidance to management team to promote the agency's mission. 12. In coordination with the Privacy Officer and IT services company, performs duties outlined in the Security Officer job description. 13. Attends meetings as specified by agency policy and partner agencies requirements. 14. Serves on an agency committee. 15. Completes other duties as assigned.

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EDUCATION, CREDENTIALS AND QUALIFICATIONS	1. Bachelor's degree (B. A./B. S.) from four-year college or university in accounting or finance, or equivalent experience. 2. 5+ years progressive accounting/finance experience. 3. 3+ years financial statement presentation experience. 4. Non-profit agency, grant invoicing preferred but not required. 5. Computer literate with strong data entry and Microsoft office skills.
REQUIRED TRAININGS	Completes required trainings, including but not limited to: • Cultural competency • Other training programs as directed by the Team Leader.
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:	Office environment. May require ability to sit, move about, climb stairs and operate telephone and personal computer for extended periods of time. May work a nonstandard work week.
ADA:	The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.

I have carefully read and reviewed the Finance Manager Job Description as outlined herein and understand the requirements of the position and accept these requirements. I acknowledge that nothing in this job description restricts management's right to assign or reassign job duties and responsibilities to this position at any time.

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Finance Manager Date

_____ _____

Executive Director Date