

## **FINANCE MANAGER JOB DESCRIPTION**

### **Essential Duties and Responsibilities include the following:**

- Provides support and ensure strong processes around program revenue, other state and local funding opportunities and also on private donations/funding.
- Collaborate closely with executive and key senior leadership and other budget leads to develop program budgets and/or budget revisions including submission of individual program grant applications for assigned portfolio of grants. Ensure appropriate involvement of leadership teams and input on the development and refinement of all programmatic budgets. Upload budget into the accounting software.
- Provide analytical support on understanding budget variances and accurately forecasting future resource needs month over month on the assigned portfolio of grants.
- Ensure effective internal controls are in place at transaction processing and report preparation.
- Provide fiscal oversight on partnerships such as but not limited to Pre-k and Child Care Partnerships.
- Establish and manage the Cost Allocation Plan.
- Ensure SAMS Registration are updated annually.
- Establish and manage weekly review and analysis of allocations to multiple funding sources; transactions charged to the different federal awards/state/local contracts.
- Establish tracking of the administrative cost limitations for all awards/state/local contracts to ensure compliance on a monthly basis.
- Provide oversight in the preparation, review and finalization of funders financial reporting requirements related to grants.
- Stay abreast of all grant requirements (e.g. Dept. of Education, Dept. of Human Services, Head Start, etc.).
- Ensure that all grant reports and records are maintained accurately and promptly.
- Ensure proper documentation of all expenditures for reimbursements including Pre-k and Child Care Partnerships, and purchase requisitions/purchase orders (e.g. receipts, required solicitations, checklist, Davis Bacon Act requirements, etc.).

- Maintain fiscal documentation files for all required monthly and quarterly financial reports.
- Compile documentation for all program audits.
- Maintain documentation of all property and casualty insurance (e.g. liability).
- Establish compliance with funder requirements on property and equipment including accountability and reporting.
- Ensure that all procurement and contractors' accounting transactions are done properly and in accordance with Federal and State regulations.
- Review all purchase requisitions/purchase orders and related supporting documentation such as but not limited to Procurement Summary Checklist, etc. to ensure that they are completed accurately.
- Track completion of all purchase requisitions/orders to ensure that all related invoices are completed accurately and timely.
- Continuously streamline/develop procedures on current and/or new processes (to include templates, checklist, etc.) for effective and efficient financial operational control on grants and private donations.
- Update Fiscal Policies and Procedures and implementing best practices related to the grants/contracts administration.
- Participate in assigned meetings, events and training as required.
- Ensure company policy and funding source guidelines are being adhered to.

#### Supervision

- Supervise assigned department personnel. Includes the following responsibilities, but are not limited to: hiring, training, scheduling, evaluating, and ensuring accuracy, timeliness, and the completion of all work performed by direct reports.
- Educate direct reports on all department and company policies and procedures.
- Meet with assigned staff regularly to identify and resolve problems, manage projects, track goals, and review work processes and procedures.
- Represent team and/or department at meetings, events, and training as required.

#### Non-Essential Duties:

- Performs any and all other duties (or functions) as assigned.

### **Minimum Requirements:**

- BA/BS Degree in Accounting AND a minimum of five (5) years' experience in all aspects of accounting, preferably grant and non-profit accounting.
- Minimum five (5) year experience with payroll processing and financial accounting software
- Minimum of two (2) year experience with Payroll Strategies (Kronos) and MIP Abila, preferred
- Intermediate to expert knowledge of Microsoft Excel and Word
- Knowledge of Microsoft Access preferred
- Completed or assisted with the preparation of financial reports and budgets
- Ability to reconcile accounts & make journal entries
- Ability to track information
- Ability to analyze accounts, problem solve and recommend plan of action
- Ability to work and interact with other departments
- Effective written and verbal communication skills
- Knowledge of methods, practices, documents and terminology used in financial and accounting record keeping
- Knowledge of fundamental accounting and internal control policies and procedures
- Knowledge of practices and procedures of basic governmental budgeting and accounting, preferred
- Knowledge of state and federal policies, laws, rules, procedures and practices pertaining to payroll, time reporting, benefit plans, accounts payable, accounts receivable, fixed assets, reporting, preferred

### **Essential Mental Functions:**

- Excellent time management skills

- Organize, set priorities and exercise sound judgment within established guidelines
- Excellent attention to details
- Ability to maintain confidentiality
- Ability to utilize office equipment such as personal computer and associated software such as: Microsoft Word, Excel, and other payroll and financial accounting systems.
- Understand, interpret, explain and apply state and federal laws, rules, regulations and policies and procedures applicable to assigned areas of responsibility
- Reach sound decisions in accordance with laws, rules, regulations and policies and procedures
- Make calculations, tabulations and review accounting and related documents timely and accurately
- Understand and carry out written and oral instructions
- Communicate clearly, concisely, and effectively both orally and in writing
- Prepare clear and accurate financial records, reports and statements
- Establish and maintain highly effective working relationships and teamwork with customers (internal and external), vendors, partners and the general public
- Ability to perform detailed and complex tasks
- Gather and analyze data and maintain records
- Work independently and use good judgment

**Essential Physical Functions:**

Incumbent is regularly required to walk, sit, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Equipment Used:**

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.