

**TITLE:**Finance Manager

**REPORTING RELATIONSHIPS:**Reports to the Chief Operations Officer; Supervises personnel in the Consumer Benefits Coordinator and Accounting Specialist

**SUMMARY:**Responsible for the overall accounting and budgeting functions throughout the agency; also responsible for systems implementations, which include internal auditing, the development and implementation of Finance policies/procedures, and information systems management.

**ESSENTIAL FUNCTIONS:**

* Demonstrates sound Fiscal management practices
* Forecasts, develops, and monitors agency budget and cash flow and presents to Executive Management
* Prepares monthly financial statements for Executive Management team and Board review
* Prepares financial data for external accounting/finance reviews
* Conducts PAWS/ISP correlation reviews in conjunction with billing specialist, and partners with Program Directors to ensure full utilization
* Assists with gathering/forwarding documentation needed for grant proposals
* Provides ongoing, timely feedback to staff on job performance through informal and formal means
* Provides regular, direct observation of staff and monitors staff performance
* Oversees payroll administration and compliance with related regulations
* Complies with Federal, State, and Local tax requirements
* Oversees and monitors payroll processing by third party payroll
* Other duties as needed

**QUALIFICATIONS:**

* Bachelor’s degree in accounting or related field.
* Demonstrated knowledge of GAAP.
* Three or more years of post graduate accounting experience.
* One or more years of supervisory experience.
* Acceptable background and related registry check(s). Valid driver’s license and a verifiable low risk driving record.
* Experience with Non-profits and 501(C) 3 designations, preferred.

**What We Offer:**

* Paid Time Off(PTO)
* Paid Holidays
* Paid Training
* Mileage Reimbursement or Use of an agency vehicle
* Medical / Dental / Vision
* Short/Long Term Disability
* Company Paid Life Insurance
* 403(b) Retirement

***Finance Manager , Finance Director***

Job Type: Full-time

Required education:

* Bachelor's

Required experience:

* 501(C)3: 5 years
* GAAP: 5 years
* Accounting: 5 years
* Non-Profit: 5 years

Required license or certification:

* Driver's License