

Position Title: Manager of Finance and Accounting

Reports To: Chief Operating Officer

Salary Level:

Classification: Exempt

Supervisory Responsibility: Yes

Benefits Package: Standard

Last Revision Date: 03/023/2022

POSITION SUMMARY:

Responsible for directing the fiscal functions of the organization in accordance with generally accepted accounting principles (GAAP).

POSITION ACCOUNTABILITIES:

- 1) Provides timely and accurate analysis of budgets and financial reports.
- 2) Responsible for treasury and cash management
- 3) Monitors and enforces policies and procedures of the organization by way of systems and processes.
- 4) Ensures compliance with local, state, and federal reporting requirements.
- 5) Prepares financial statements, financial reports, special analyses, quarterly budget and information reports.
- 6) Works closely with auditors to coordinate needed documentation and analysis. Follows up on results to ensure that recommendations and best practices are implemented.
- 7) Monitors the effectiveness and accuracy of the organization's cash flow process.
- 8) Oversees payroll processing
- 9) May be required to recruit, manage and develop a finance/accounting team capable of carrying out needed initiatives.
- 10) Stays abreast of trends and regulations to ensure effectiveness and compliance.
- 11) Performs other related duties as assigned.

KNOWLEDGE, SKILLS, QUALIFICATIONS:

Bachelor's Degree in Accounting or Finance, must have 10 years' experience in progressively responsible position(s) in accounting and management. Experience in Not-for-Profit organization preferred, Other functional technical skills needed include working knowledge of Microsoft Office (Word, Excel, Outlook, etc.). CPA is considered a plus.

COMPETENCIES:

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others

Managing and Measuring Work: Clearly assigns responsibility for tasks and decisions. Sets clear objectives and measures, monitors process, progress, and results.

Ethics And Values: Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

Integrity and Trust: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Presentation Skills: Is effective in a variety of formal presentation settings: one-on-one, small and large groups, direct reports, and bosses. Is effective both inside and outside the organization on both cool data and hot/controversial topics. Commands attention and can manage group process during the presentation. Makes effective use of supporting documentation such as reports, charts, executive summaries, etc. to enhance and clarify complex topics.

Building Effective Teams: Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

Planning: Accurately scopes out length and difficulty of tasks and projects, sets objectives and goals, breaks down work into process steps, develops schedules and task/people assignments, anticipates and adjusts for problems or roadblocks, measures performance against goals.

Functional/Technical Skills: Has the functional and technical knowledge necessary to perform the job at a high level of accomplishment.