



Finance Manager (Part-time)

Summary of Work:

The Finance Manager is responsible for organizing and maintaining the overall Council's financial accounting systems, including accounts payable, general ledger, accounts receivable, employee payroll, fixed assets, budgeting, cash disbursements, financial statements and tax information, managing the agency's overall budget. The Finance Manager is a part-time position and will function under the direct supervision of the President/CEO.

Core Duties & Responsibilities:

- Financial Management:
 - Analyze revenue receipt and expenditure to assure grant (contract) compliance and prudent spending within fund budget limitations
 - Keep the President and Board of Directors apprised of the organization's financial status (inclusive of presenting monthly financials, cash flow, and balance sheet reports to President, management team, and Board of Directors)
 - Oversee payables function, review check request and corresponding back-up documentation to assure requests are within budget guidelines and are coded according to budget component and funding source
 - Review monthly grant invoices for accuracy in billing and reimbursement requests, and work with program staff to resolve discrepancies between the agency's financial records and the funders' records and systems
 - Prepare monthly grant invoices as needed
- Bookkeeping:
 - Maintain QuickBooks, the agency's computerized financial recordkeeping system (inclusive of inputting annual budgets and assigning and/or adding appropriate GL codes, all journal entries, accounts receivable and payable activities, processing all outgoing and incoming checks, and making adjustments as identified)
 - Process payroll using HCSF's payroll processing system. Ensure all back-up documentation is accurate and aligned with the funder's requirements and input information in QuickBooks and ensure allocations are accurate
 - Prepare and submit financial status reports and budget analysis to various funding sources
 - Prepare monthly budget reports for President and the Board of Directors
 - Monitor, track and reconcile cash flow of bank and grant funds

Educational Experience:

- Thorough knowledge of the principles of financial management with a minimum of a bachelor's degree in Accounting, Finance, or closely related field of study.

Knowledge, Skills, and Abilities:

- Strong full charge accounting skills, with a minimum of five years' experience as an accountant for a multi-funded agency and a work history of progressively responsible business management and supervisory experience
- Strong computerized accounting skills; QuickBooks experience strongly preferred
- Strong budget preparation skills
- Knowledge of federal and state regulations governing grant administration, and ability to apply them in the administration of agency funds
- Working knowledge of legal and regulatory obligations, including familiarity with wage and hour laws
- Good oral communications and human relations skills
- Good organizational skills and the ability to work under pressure and meet deadlines
- Previous experience in nonprofit financial management a plus

Other Requirements:

- Valid State of Florida Driver's License with appropriate insurance coverage. Ability to travel, as needed
- Physical demands are minimal for this position, and includes sitting, standing, walking reaching, light-lifting (less than 25 lbs.) and any other office situation. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- May require extended hours and flexibility with scheduling, as necessary