

Job Title: Finance Manager
Supervisor: Executive Director
Hours: 35 Hours
FLSA: Exempt
Status: Full-Time, Non-Union
(4/16/19)

POSITION SUMMARY:

The Finance Manager reports to the Executive Director (ED) and is responsible for CAAS' overall financial management and records. The Manager works with the ED to ensure the function and financial strength and stability of the organization and as part of the Leadership Team. The Manager is responsible for ensuring CAAS finances are managed and maintained consistent with the financial standards set by the organization and generally accepted accounting principles in the United States, and for ensuring that the requirements of investors, funders and contracting agencies are met.

ESSENTIAL RESPONSIBILITIES:

- Administer and coordinate annual budget formation process, and work with the ED, Treasurer and Finance committee to identify and monitor financial performance goals.
- Prepare and present monthly financial reports for the ED, Program Directors, and Board of Directors; manage forecasting, cash flow analysis, and other reports as required.
- Evaluate and oversee CAAS's financial policies, procedures, and internal controls and ensure accurate financial reporting and fiscal compliance.
- Oversee CAAS's annual Single-Audit /Uniform Guidance audit, 990, grantor fiscal reviews, and monitoring evaluations. Serve as key liaison to federal and state grantor fiscal officers, external audit firms, and Finance Committee.
- As a member of the senior management team, provide financial lens to strategic planning and decision making processes.
- Administer the fiscal performance review of CAAS programs and ensure compliance with GAAP and grantor regulations; regularly monitor organizational and departmental budget vs actuals, conjunction with the ED and Program Directors.
- Maintain accurate general ledger, and oversee general financial functions including AP/AR, general journal entries, month-end closing, cost allocations and payroll processes.
- Supervise payroll processing and ensure appropriate budgetary allocations; manage relationship with payroll vendor.
- Prepare government grant invoices and drawdowns; and complete all required financial and compliance reporting.

- Oversee CAAS's procurement and inventory process including maintaining records, using cost-effective buying practices, reviewing responses to rfp's, and ensuring security of portable equipment and fixed assets inventory.
- Ensure accuracy, maintenance and effectiveness of CAAS' document retention and disposal schedule, and maintain record keeping security systems.
- Develop, document, implement, monitor, and update as necessary best practice nonprofit fund accounting procedures and practices for CAAS.
- Monitor effects of changes in public laws, regulations and programs, risk management, contracts with third parties, and reporting requirements for CAAS's fiscal operations.
- Provides supervision and support to direct reports that ensure their professional growth.

SUPERVISION:

Accountant/Payroll Clerk

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree in accounting, business, fiscal management, or a field related to the work of our organization.
- Certified Public Accountant (CPA) certification preferred.
- Five years' experience as an accounting manager or controller.
- Working knowledge of non-profit organization accounting procedures and generally accepted accounting principles in the United States of America.
- Ability to develop, maintain and produce all aspects of financial and non-financial statements and reports for a non-profit organization accepted practices and disciplines regarding unrestricted, temporarily restricted, and restricted funds.
- Demonstrated knowledge of business and non-profit administration practices and procedures.
- Experience in budgeting, budget analysis, general ledger, payroll, and benefits administration.
- Knowledge of federal and state employment regulations, programs, and practices.
- Experience managing contractual agreements and grants.
- Experience administering federal grants required; experience with Head Start and Community Services Block Grant programs a plus.
- Strong oral and written communication skills.
- Demonstrated initiative and problem-solving skills.
- Excellent interpersonal skills and demonstrated ability to establish and maintain effective working relationships with agency staff, board members, funders, contracting agencies, consultants, outside contractors and the general public
- High software aptitude and computer skills, including Excel, Google and QuickBooks

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Interested candidates should send cover letters and resumes to: jgrogan@caasomerville.org