

FINANCE MANAGER HEARTLY HOUSE

The Finance Manager is responsible for all aspects of finance, including oversight of bookkeeping, financial reporting, budgeting, grant fiscal management, and audit compliance. This is a full time (35 hours per week), exempt, benefited position that reports to the Deputy Director. Salary Range \$63,700 - \$72,800

AREAS OF RESPONSIBILITIES

- Develops, manages, and oversees all financial activities of the agency in coordination with the Deputy Director.
- Supervises and reviews the work products of bookkeeping staff to ensure accuracy, completeness and timeliness.
- Reviews the work products of the Grants Fiscal Coordinator to ensure accuracy, completeness, and timeliness.
- Ensures completeness of monthly financial closing procedures including but not limited to reconciliations, approvals, journal entries, account analyses.
- Reviews and submits all monthly, quarterly, and/or annual financial reports, as required by appropriate funders.
- Provides Executive Leadership and the Finance Committee of the Heartly House Board of Directors with monthly financial reports that accurately reflect the reconciled status of accounts and variances to the annual budget.
- Formulates the annual budget, working with the Heartly House leadership team and provides quarterly actual-versus-budget reports per program.
- Oversees writing, updating, and maintaining accounting-related standard operating procedures.
- Regularly monitors revenue and expenses versus the agency budget, investment performance, cash flow and grant financial compliance; reports any issues or concerns to the Deputy Director.
- Coordinates all work on the annual financial audit (single audit required based on federal funding level) and other audits as mandated by funders.
- Maintains up-to-date written finance related policies and procedures.
- Manage banking, brokerage and audit relationships
- Other duties as assigned by the Deputy Director and/or Executive Director.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, business, or related field required
- Prior accounting experience at a manager level (5+ years' experience required)
- Understanding of non-profit accounting and audits (5+ years' experience preferred)
- Licensed CPA preferred.
- Required Proficiency with QuickBooks accounting software
- Required Proficiency with Microsoft Office products, including Word, Excel, and Outlook.
- Excellent oral and written communication skills, and the ability to explain accounting and budgeting terminology in layperson terms.
- Successful completion of Heartly House training sessions.

Please submit cover letter and resume to: cindym@heartlyhouse.org