



## **FINANCE AND OPERATIONS MANAGER**

Part Time

Starting Pay: \$60,000-\$100,000 annually

### **JOB DESCRIPTION**

The Finance and Operations Manager (FOM), under the supervision of the Executive Director (ED), oversees the fiscal management and accounting controls of the organization and manages the accounting function of the Foundation in accordance with generally accepted accounting principles (GAAP). Additionally, the FOM oversees the HR functions.

#### **Responsibilities:**

1. Performs a variety of tasks including general ledger, financial statements, budgets, accounts receivable, accounts payable, banking, payroll and HR functions.
2. Works with the Executive Director to control expenditures to ensure conformance with accounting principles as well as budgetary and cash flow restrictions.
3. Establishes/maintains chart of accounts and data to produce accurate general ledger printouts monthly. Reviews and prepares reports for Board and Finance committee.
4. Oversees accounts payable, ensuring the accuracy of invoices and coding. Processes all interaccount transfers.
5. Oversees accounts receivable. Reviews bank deposits, ensuring that funds are properly classified as to their origin.
6. Ensures that restricted donations are expended according to donor restrictions and the appropriate release of temporarily restricted funds.
7. Works with the Director of Philanthropy and Executive Director to complete financial portions of foundation grant proposals.
8. Oversees the compilation of payroll information from the payroll service, ensuring accuracy and completeness of payroll entry into accounting software.
9. Prepares accurate monthly internal financial statements for use by Board of Trustees and executive staff. Provides and interprets additional financial information as requested.
10. Provides reports to Executive Director on agency cash flow. Informs Executive Director of any unanticipated, material financial events/changes.
11. Ensures accurate reconciliation of all bank accounts monthly.
12. Coordinates with independent auditors the completion of the annual audit, tax returns and other Foundation financial reporting duties.
13. Keeps up to date with all pertinent laws, Financial Accounting Standards Board rules, tax codes, etc. in order to ensure compliance.
14. Oversees expense allocations.
15. Works with the Executive Director and Board to develop the budget.
16. Oversees organization's infrastructure including information technology, voice and data communications and security systems.
17. Oversees HR functions including job postings, new hire process, termination process, leaves of absence, 403 (b) enrollment, health insurance benefit enrollment and other HR policy in

compliance with state and federal laws.

18. Attends meetings as required

19. Handles confidential matters; adheres to HIPAA regulations.

**Qualifications – Knowledge, Skills and Abilities:**

Knowledge of advanced financial accounting, analysis and reporting to design and modify an accounting system. Knowledge of GAAP. Knowledge of automated accounting systems and governmental regulations. Knowledge of reimbursement procedures to compile and allocate cost information to specific accounts. Skill in budgeting and computer applications. Knowledge of contract law. Skill in exercising initiative, judgment, discretion and decision-making to achieve organizational objectives. Skill in establishing and maintaining effective working relationships. Skill in identifying and resolving problems. Ability to communicate effectively with all levels of management regarding fiscal policies. Ability to negotiate contracts. Computer proficiency required (Microsoft Office & Quick Books preferred). Excellent written and verbal communications skills, with demonstrated ability to create clear and persuasive communications in both traditional and digital formats. Bachelor degree in finance/accounting. Minimum of three years of experience in nonprofit accounting management. CPA or MBA designation preferred.

**Compensation:**

Depending on experience, salary ranges from \$60,000 - \$100,000 annually, full benefits (PTO, medical/dental insurance, 403(b)).

Equal Opportunity Employer

**To Apply**

Inquiries should include a resume and cover letter and be sent to [info@cfsb.org](mailto:info@cfsb.org). No phone inquiries please.