

## **JOB DESCRIPTION**

**JOB TITLE:** Manager, Finance

### **JOB SUMMARY**

Manage day-to-day operation of the accounting department. Preparation of accurate and timely monthly financial statements. Follows defined policies for assuring financial controls are in place and being implemented.

### **TASK DESCRIPTION**

1. Prepare financial statements for association and foundation monthly.
2. Manage cash receipts and assure proper coding, invoicing.
3. Manage collections and accounts receivable.
4. Prepare various journal entries
5. Assist with preparation of annual budgets
6. Coordinate the outside audit of association and foundation
7. Fixed asset accounting.
8. Reconcile association and foundation bank accounts.

### **EDUCATION/KNOWLEDGE**

4 year college degree with some emphasis in accounting. 3+ years experience.

### **SUPERVISION**

Under general direction, working from policies and general objectives with little functional guidance. Refers only unusual cases to superior or others.