

# Financial Manager Job Description

## GENERAL POSITION INFORMATION

TITLE: Financial Manager	REPORTS TO: Executive Director
DATE: September 2021	FAIR LABOR STANDARD ACT STATUS: Exempt

## POSITION SUMMARY

The Financial Manager is responsible for coordinating all aspects of financial management of the non-profit agency.

## REQUIREMENTS

### ESSENTIAL DUTIES & TASKS

- Prepares and maintains general ledger transactions including revenue recognition, cash receipts, customer invoices, vendor payments, bank and investment reconciliations, account reconciliations, payroll, fixed asset management, etc. in an accurate and timely fashion in accordance with GAAP accounting standards and internal control policies and procedures
- Responsible for all aspects of payroll and related accounting
- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Report financial position compared to budget to Board of Directors
- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures
- Reconciles financial discrepancies by collecting and analyzing account information
- Maintains financial security by following internal controls
- Prepares payments by verifying documentation
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
- Assists in budget creation and fiscal reporting of Grants
- Maintains customer confidence and protects operations by keeping financial information confidential
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications and establishing personal networks
- Assists outside auditors with the annual audit
- Facilitates the annual worker's compensation audit; prepares and files annual 1099s and 1096
- Contributes to team effort by accomplishing related results as needed

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- PC proficient including advanced knowledge of Word for Windows and Excel, PowerPoint, Raiser's Edge and Quickbooks data base functions
- Excellent written and oral communication skills; presentation experience helpful
- Excellent interpersonal skills
- Must have or be able to pass PA State Police, PA Childline and Federal fingerprint screenings

## **EDUCATION & TRAINING**

- Bachelor's degree in Accounting and five years' experience; Master's degree a plus
- Knowledge and understanding of the dynamics of a growing not for profit service organization
- Self-development, workshops and other experiences to demonstrate drive for continuing education
- Ability to complement and provide excellence in the workplace
- Excellent interpersonal skills and cultural competence
- Strong data analysis skills and collaborative, team building work style

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

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 that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of safety concern.

### **Physical Requirements:**

**Light:** *Lifting 0-10 Lbs.*       **Moderate:** *Lifting 0-25 Lbs.*       **Heavy:** *Lifting 25+Lbs*

### **Working Conditions and Schedules:**

Interacting with

- Co-workers,
- Vendors,
- Donors,
- Customers.

Office machinery usage

- Phones
- Fax
- Computers

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### **Necessary traits for this position:**

Seeing       Hearing       Talking\*       Reading\*       Writing\*

Basic comprehension of English language using the traits\* marked above for purposes of safety, management direction and job responsibility and minimal third party interaction.

Proficiency of the traits\* marked above in the following languages for business letters, memos, customer interaction, presentation, demonstrations, employee direction, audits, etc.:

English       Spanish       French       Other: \_\_\_\_\_

## OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

## ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read the above job description. I attest that I can work in these conditions, I am able to perform the essential job functions and can fulfill the basic knowledge/skills/ abilities required to satisfactorily perform this position in addition to any other duties as assigned to me. I will immediately notify my Supervisor if anything arises that would hinder my ability to perform any component of this job description for which I have been hired. Additionally I am able to perform the essential duties and responsibilities with or without a reasonable accommodation as outlined in the Americans with Disabilities Act.

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Employee Signature

Date

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Supervisor's Signature

Date