



## Finance Manager Job Description

<b>Job Title: Finance Manager</b>	<b>Reports to: Executive Director</b>
<b>Department/Activity: Administration</b>	<b>Classification: Non-exempt</b>
<b>Supervises: None</b>	<b>Number of hours per Week: 30 - 40</b>
<b>Hiring Range: \$35,000 - \$45,000</b>	

### Position Summary:

The Finance Manager leads the finance team and oversees the financial functions of the Children's Council of Watauga County, Inc. (CCWCI) and is responsible for monitoring partnership operations and in-house activities to ensure compliance with North Carolina Partnership for Children/Smart Start (NCPC) fiscal guidelines. The Finance Manager is responsible for contracts and budget management of the organization which includes ensuring the completion and accuracy of financial transactions, record keeping and monthly, quarterly and annual reporting to funders, maintenance of contract monitoring files, preparation of monthly financial reports to the board and other financial reports as required. This position will also lead preparation for annual audit and monitoring and have oversight of cash and in-kind reporting.

### Responsibilities:

#### 1. Manages all aspects of CCWCI finances.

##### a. Coordinates with the Executive Director

- Scheduling meetings with the Finance committee as requested, and take minutes and provides supporting material for these meetings
- Prepares and monitors budgets for CCWCI services and activities.
- Assists Executive Director in managing income and expenditures to ensure the funds are spent in accord with the goals and objectives of CCWCI.
- Implements all accounting policies and procedures of CCWCI.
- Prepares recommendations for revisions and updates for accounting policies and procedures consistent with NCPC requirements and state and federal regulations.
- Develops supporting financial information as requested for grant applications and special financial reports.
- Preparation of annual Charitable Solicitation License.
- Maintains and manages insurance and fidelity bonding coverage with approval of the Executive Director.

##### b. Effectively monitors CCWCI's finances to facilitate sound management practices and strong board functioning

- Conducts internal monitoring to ensure proper documentation and implementation.
- Monitors the functioning of all programs or an activity's finances to ensure proper

and fiscal responsibility

- Serves as a liaison with NCPC and all other funders for financial transactions and monitoring.
- Serves as a liaison with Auditors for biennial audits of CCWCI.
- Completes and maintains all information required to support biennial financial audit and annual monitoring visits for funders.

**c. Accounting management**

- Prepare all administrative and services expenditures for payments, and maintain all necessary accounting invoices and records.
- Perform coding of invoices, deposits, and journal entries based on source documentation.
- Submit batches to MAC (assigned CPA) based on submission schedule.
- Review documents returned by MAC for accuracy. In accordance with policies and procedures, process and distribute checks returned by MAC.
- Assist in audit preparation including preparation of audit schedules.
- Prepare and submit all required fiscal reports to all funders.
- Oversee all insurance coverages purchased by the partnership.
- Assist in the year-end close package for NCPC and other grantors required.
- Assist the Executive Director with budget management and preparation of special fiscal reports.
- Prepare monthly finance reports for the Board of Directors.
- Support the Treasurer and Executive Committee as needed.
- Provide financial guidance and training to the partnership staff as needed.
- Communicate regularly with NCPC and all funders, auditors, and monitors to ensure accounting and contracting compliance.
- Ensure partnership compliance with 1099/1096 reporting requirements.
- Update procedures manual regularly to reflect detailed instructions for each task performed for all funding sources.
- Other tasks as needed for effective accounting management.
- Prepare annual financial statements, footnotes and schedules for CCWCI.
- Supervise Accounting Specialist and delegate tasks as appropriate.

**d. Contracts management**

- Coordinate the pre-contracting and contracting processes for the agency.
- Develop subcontracts for CC subgrantees within funding guidelines using established contract templates.
- Monitor all contract expenditures for accuracy
- Process monthly Financial Statement Reports (FSR) for DSPs and grantors.
- Coordinate amendment packages, check for accuracy, and submit to NCPC.
- Assist DSPs to provide accurate budget and activity information when necessary.
- Process monthly and final payments to all contractors.
- Assist in assignment of general ledger account numbers to DSP budget expenditures.

- Work with all contractors to determine funds to be reverted throughout the year and at the year end.
- Track and maintain accurate, documented in-kind and cash contributions from DSPs and the Partnership.
- Prepare Partnership quarterly reports for in-kind and cash contributions and submit them based on NCPC and Partnership policy and Smart Start Quarterly Reporting System.
- Visit programs for a monitoring visit at least once a year. Monitor programs more often if necessary. Prepare reports according to the contract manual.
- Provide technical assistance and training as needed to all DSPs to ensure compliance with state regulations and required reporting.
- Maintain accurate fiscal records for all grants received by the Partnership and for all grants issued by the Partnership.
- Support projects' funding proposals: assist with budgets, review proposals, provide supporting documents.
- Ensure complete documentation of funding awards.
- Work with project directors to comply with funder's terms and conditions, manage deliverables, monitor spending, request amendments, and plan spend-out.

## **2. Internal/External Reporting**

- Provides all financial reports to the Executive Director and Board.
- Prepares financial reporting to Smart Start, and any other external agency requiring financial information.
- Ensures all financial information required by NCPC and other funders is processed and compiled accurately and on a timely basis.
- Develops services reporting forms and provides technical assistance as needed to staff and contractors on completing reports and forms.
- Completes quarterly cash and internal report for NCPC and for internal use.
- Prepares and/or reviews financial grant reports, tax information, purchase orders, timesheets and payroll information, invoices, FSR's, and other financial documentation necessary for the financial management of CCWCI.
- Monitors fixed assets of CCWCI to ensure accountability for property.

## **3. Acts as an internal and external informational resource.**

- Prepares responses to contractor requests as they relate to finances.
- Researches and responds to planning, monitoring, evaluation and technical assistance related questions regarding CCWCI financial performance.
- Promptly advises of any unusual situations.
- Answers phones and takes messages as needed.

## **4. Makes effective recommendations for appropriate changes and improvements. Generates useful ideas in improving departmental efficiency and value-added service to the organization.**

**5. Effectively performs assigned projects to meet desired objectives and deadlines.**

**6. Human Resources:**

- Prepare monthly payroll process.
- Reconcile timesheets to actual payroll and ensure they meet all audit requirements.
- Prepare schedules for biennial audit, as requested by auditors.
- Prepare schedules for annual Form 990 tax return.
- Prepare annual Workers Compensation payroll report.

**Secondary Responsibilities:**

- Oversee and assist the Accounting Specialist as needed for regular monthly financial processing.
- Occasionally performs other duties as assigned.
- Participate in activities of the partnership that include, but are not limited to, Board meetings, allocation meetings, contract reviews, events sponsored by the agency, training sponsored by NCPC or other training deemed important to the function of the job.
- Represent the Partnership to the community in a positive and appropriate manner.
- Any other projects, tasks, or assignments considered necessary for contracts management.

**CONTACTS/RELATIONSHIPS:**

- Position requires regular contact with CCWCI staff, board members, and direct service providers, by phone and in person, to respond to questions and provide solutions.
- Individuals assigned to this position will maintain information critical access to CCWCI accounting records including payroll, employee personnel files, board minutes, and other records which may be considered highly confidential.

**EVALUATION OF JOB PERFORMANCE:**

Work is reviewed through observation of daily activities, conferences with supervisor, review of completed work/reports/projects, and feedback from management, and co-workers. Performance is evaluated on the employee's demonstrated ability to consistently perform work assignments in an effective and professional manner.

**Job Specifications:**

**Required ability to:**

- Must be knowledgeable of state and federal procurement statutes, regulations, and be able to discern requirements included in grants from other funders.
- Knowledge of internal control procedures and practices
- Experience with fund accounting a plus (specifically, Abila MIP Fund Accounting Software) is a plus
- Ability to conduct grant recipient monitoring
- Ability to work independently
- Ability to understand and apply applicable rules, regulations, policies and procedures related to grants awarded to the organization
- Working knowledge of Office 365 and highly proficient in Microsoft Excel
- Working knowledge of competitive bidding practices at the federal and state level
- Ability to thrive in a fast paced environment that requires the ability to multitask and implement high-priority initiatives.

- Detail-oriented, accurate, analytical, and organized; with the ability to maintain confidentiality.
- Communicate clearly and concisely both orally and in writing.
- Deal effectively with individuals at all business levels and a variety of situations requiring tact, judgement, and composure.
- Organize tasks and time to ensure timely completion of all projects and responsibilities.
- Maintain strict confidentiality in all matters pertaining to CCWCI management and operations.
- Perform efficient and accurate applications using spreadsheet software, independently prepare word processing reports, creating finished documents which are professional in appearance.
- Maintain detailed and accurate files and records.
- Work efficiently and accurately, while projecting a customer-oriented image, in an atmosphere of frequent interruption.
- Able to work independently and manage workload after objective is set by the Executive Director.
- Adapt to and support a changing work environment.
- Use good judgement in recognizing the scope of authority.

**Require Knowledge of:**

- Broad range of accounting procedures.
- Proficient in Microsoft Word and Excel software usage.
- Strong problem solving, leadership and analytical skills.
- Proper use of the English language.
- Business English composition, spelling, and punctuation.

**Personal Characteristics Required:**

- Comfortable with work involving confrontation and negotiation.
- Detail oriented with a multi-task aptitude.
- Should be regarded by others as someone who can maintain confidentiality.
- Should relate well with others and promote a positive demeanor.
- Projects a conservative, resourceful image.
- Discreet and tactful.
- Sound judgement.
- Creative and forward thinking.
- Self-motivated with demonstrated high maturity level.
- Cooperative in maintaining working relationships with those contacted in the performance of duties.
- Comfortable working independently and maintaining multiple responsibilities.
- Comfortable working under deadline pressure.
- Reliability, regular attendance at work.
- Grooming and dress appropriate for a professional office environment.

**Education, Training, Experience:**

The above skills are typically acquired through:

- Bachelor's degree in accounting and 2 or more years experience in an accounting position, or equivalent work experience.

- Nonprofit accounting and/or government grants and contracts management experience a plus.

**Physical Demand Required:**

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

While performing the job the employee is:

- Frequently required to sit; use hands and/or fingers, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
- Periodically required to stand; walk, stoop, kneel.
- Occasionally required to lift up to 45 pounds.

Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.

The position also requires the ability to periodically work under time pressure.

**Specific Requirements:**

- Education and/or experience: A four-year degree in accounting or related field from a college or university and at least 2 years of related experience; non-profit, government experience preferred, fund accounting experience and MIP accounting software experience preferred.
- Contract management skills. Knowledge of bookkeeping and auditing functions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to set priorities, meet deadlines, follow-up and plan the workflow.
- Knowledge of and experience with state and local government budget, finance and/or accounting procedures, including North Carolina state practices.
- Detail oriented with excellent organizational skills.
- Effective communication skills with diverse populations.
- Computer skills that include excellent spreadsheet and database and word processing skills. Ability to use or learn to use Email and Internet/intranet applications.
- Ability to read, analyze, and interpret financial reports, professional journals, government regulations and legal documents. Ability to write reports and correspondence. Ability to answer questions posed by top management officials, public or community groups, and/or Boards of Directors.

**Work Environment:**

An individual in this position will be exposed to conditions typical of office staff.

The above job description includes, but is not limited to, the above information. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the responsibilities listed, and that my performance of these responsibilities will be included in my performance evaluation.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

