



Finance Manager JOB DESCRIPTION

Position: Finance Manager

Reports to: Chief Operations Officer

Summary/Description: The Finance Manager oversees RHI's government contracts, from procurement to compliance to reporting. S/he also manages the organization's financial operations by maintaining accounting systems and partnering with the out-of-house accountants. The Finance Manager also has some general administrative and operational duties to ensure that the office is run efficiently and effectively. This position has ample opportunity for growth and to support strategic business planning and reporting activities.

Responsibilities: The responsibilities of the Finance Manager include but are not limited to:

Government Contracts Management: Usher in government contracts and monitor RHI's compliance with all aspects of public grants administration

- Support Director of Development in securing documents required to apply for government grants and to register contracts
- Monitor contract compliance and coordinate with government agencies as necessary on issues such as audits and building code or insurance requirements; ensure that partner organizations or subgrantees complete required paperwork in a timely fashion
- Work with program staff to ensure timely submission of workscope items such as attendance and participation data
- Develop systems to monitor and report time and costs on a monthly basis
- Create and submit reports/invoices/vouchers for reimbursement
- Work with accountants to enter government receivables into Quickbooks Online (QBO)
- Maintain updated and accurate records of projected government income in Salesforce
- Attend relevant meetings, conferences, trainings and workshops

Financial Systems Maintenance: Oversee the daily, weekly, monthly and annual processes for accounts payable and receivable. Communicate in a timely and professional manner with staff on financial requests and inquiries.

Accounts Receivable

- Work with Development team to process incoming checks and award letters (code, e-file, enter into QBO)
- Make bank deposits and e-file receipts on a weekly basis
- Download online donations and ensure entry into QBO monthly
- Handle security deposits from space rentals, record revenue and reconcile account in QBO
- Create invoices as needed and ensure entry into QBO

- Generate A/R reports; track down late payments as appropriate
- Release restricted funds monthly against allocated expenses to spend down program-specific contributions
- Reconcile income in Quickbooks and Salesforce databases monthly

Accounts Payable / Expenses

- Ensure that invoices, receipts and statements are properly coded, allocated and routed for approval and entry into QBO
- Download and record bank account and credit card activity
- Schedule and coordinate bi-weekly check cutting and signing
- Oversee petty cash account; reconcile and replenish account; ensure timely entry into QBO
- Ensure staff reimbursements are processed bi-weekly and shared with accountants for entry into QBO
- Generate bi-weekly cash balance reports
- Manage relationships and contracts with vendors and consultants
- Work with Program Managers to track and manage team budgets and spending

Skills, Knowledge and Competencies:

- Strong customer/client service orientation and strong communications skills
- Excellent organizational skills; demonstrated ability to follow tasks through to completion, over time
- Self-starter; ability to work independently
- Multi-tasker; capable of working on multiple projects at one time, often under pressure
- Ability to keep accurate records and statistics
- Ability to be discreet when handling confidential information
- Attention to detail and a conscientious attitude
- Ability to liaise with a consultant team, provide clear direction
- Awareness of administrative and financial regulations and how to apply them to daily workflows

Education and Qualifications:

- High School diploma or HSE; preference for college experience in accounting or administration
- Excel, Quickbooks and Salesforce experience preferred
- At least 2 years of operational/financial experience, preferably in a nonprofit environment, including working knowledge and experience with government funding sources and contracts
- Involvement and familiarity with Red Hook community preferred