



## Finance Manager

### **Our Mission:**

The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

### **Position Overview:**

The Finance Manager reports directly to the Director of Finance and Business Operations and provides leadership and direction to the Finance Team; This position oversees the management and coordination of all fiscal activities for HFF.

### **Key Responsibilities:**

- Recognizes and is responsive to the needs of all stakeholders of the organization, including funding organizations, local, state and federal agencies;
- Oversees the production of monthly reports including reconciliation requirements as well as financial statements and cash flow projections for use by the Executive Officer, the Director of Finance and Business Operations and the Executive/Finance Committee and Board of Directors;
- Provides leadership to Finance team members, including daily supervision, performance management, scheduling, and coaching;
- Drafts prospective programmatic budgets and determines cost effectiveness of prospective service delivery;
- Develops an operating budget with the Director of Finance and Business Operations;
- Oversees the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets;
- Ensures adequate fiscal controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits;
- Develops and maintains systems of internal controls to safeguard financial assets of the organization and oversees state and federal awards and programs. Completes annual audit; oversees the coordination and activities of independent auditors and completion of all required paperwork, documentation and processes;
- Develops and reviews annually all Finance and Business Operations Policies and Procedures in conjunction with the Director of Finance and Business Operations; Monitors implementation and adherence;
- Monitors and manages banking activities of the organization;
- Oversees Accounts Payable and Accounts Receivable activities and staff;

- Ensures adequate cash flow to meet the organization's needs;
- Oversees all purchasing and payroll activity for staff, including the timely calculation of wages;
- Creates and assesses financial statements and budget documents;
- Oversees business insurance plans;

**Qualifications:**

- Embraces the mission of The Homeless Families Foundation and represents the values of the organization on a regular basis
- Minimum five (5) years' progressively responsible and successful Finance experience, preferably in the nonprofit sector
- 1-2 years of supervisory experience preferred;
- Bachelor's degree in Business, Management or Finance required;
- Certified Public Accountant (CPA) preferred;
  
- Demonstrated professional history of strong interpersonal and writing skills
- Knowledge of and demonstrated experience in financial management and accounting required,
- Proficient with Quick Books or other similar not-for-profit general ledger software, and use of Microsoft Office products, including Excel and Word required;
- Demonstrated experience with audit, compliance, budget and resource development required;
- Demonstrates follow through on tasks and goals as demonstrated in previous work history
- Possesses a valid Ohio driver's license, proof of automobile insurance
- Successfully passes a criminal background check and pre-employment drug screen