



## 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 will be responsible for management of all accounts payable, allocating funding appropriately, and serving as a grant accountant for various agency programs.

### **Key Responsibilities:**

- Manages accounts payable and ensures all payments are processed in accordance with agency process; establishes vendors in system and completes updates to vendor files; ensures all 1099 eligible vendors have updated and accurate W9 and tax id/ssn entered in QuickBooks
- Enters and prints checks; ensures all supporting documentation is submitted and that all required signatures and approvals are on checks;
- Allocates expenses to the appropriate program and accounts;
- Monitors paperless accounts and makes electronic payments; records transactions accurately in QuickBooks
- Prepares 1099 documentation on an annual basis
- Manages positive pay fraud protection
- Assists with audit preparation
- Enters credit card transactions in QuickBooks and reconciles differences;
- Allocates employee pay to various accounts based on employee funding
- Allocates payroll related expenses such as health, vision, taxes, processing fees, life, LTD and STD to appropriate accounts
- Serves as grant accountant for all various government contracts
- Manages payment of all expenses and all financial aspects for Master leased units
- Reconciles all bank accounts, identifies and corrects discrepancies
- Coordinates and reconciles all petty cash
- Performs all other duties as assigned

### **Qualifications:**

- Congruence with agency mission and values required
- High School Degree required; BA/BS degree in business, nonprofit financial management or accounting preferred;
- Three or more years' experience managing grants and nonprofit finances required;
- Demonstrated experience in Microsoft Office products and QuickBooks required;
- Sophisticated nonprofit fund and federal grant accounting and management strongly preferred;
- Budgeting experience required;
- Demonstrated skill in providing a high level of service to multiple customers, ideally in a nonprofit context, required;
- Proficiency with accounting software, spreadsheets and data management systems required;

- Experience working as part of a team delivering coordinated services highly desirable;
- Excellent communication and problem solving skills;
- Ability to pay close and accurate attention to details;
- Ability to juggle multiple tasks and priorities;
- Ability to work in a fast paced, multi-cultural environment;
- Valid driver's license, proof of automobile insurance, ability to drive an agency vehicle, ability to successfully pass a pre-employment drug screen, and ability to pass a criminal background check required
- Physical ability to lift and carry file boxes and supplies up to 25 lbs. occasionally required