JOB DESCRIPTION

**Job Title:** Financial Manager
**Department:** Administration

**Reports to:** Executive Director
**Job status:** Full-Time Exempt

**Salary Range:** $48-52K/Yr
**To Apply:** Email: rwade@whyhopeworks.org

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**JOB SUMMARY**

The Financial Manager works with the Executive Director and COO to ensure that all ancillary functions (Facilities, Equipment, Donor management, Bookkeeping) of the agency are met in support of all agency staff and programs. Financial Manager can expect to assist with data entry, processing, and recording transactions, updating the ledger, assisting with audits or fact-checking, and preparing budgets and reports. You should be thorough, accurate, and honest with good bookkeeping skills. Responsible for providing high level administrative support and supervising office receptionist.

To be a successful Financial Manager, you should have an understanding of basic Accounting principles and proficiency with computers and software, such as MS Excel or QuickBooks. You should be trustworthy, efficient, and organized.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Data Management & Processing**
Supervise the Data Management and Processing function to include:
- Maintain Donor Database, including data entry and preparing reports as necessary
- Prepare donation acknowledgement correspondence in timely manner
- Responsible for data entry and tracking associated with fund raising events

**Facilities and IT**
- Coordinate and schedule all building repairs and maintenance
- Obtain bids from licensed contractors as needed
- Manage janitorial contract
- Manage the IT vendor contract and coordinate with supplier on all computer needs
- Manage web site vendor, coordinate updates, changes as needed
- Research and recommend fundraising, event, and donor tracking software as necessary

**General Operations**
- Participate in fund raising activities
- As a member of the leadership team lead by example, promoting positive communication and teamwork
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Other assigned Duties as requested
Accounting/Finance/bookkeeping

- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.
- Processing Accounts receivables and accounts payable
- Grant reporting and management

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**EDUCATION & RELATED WORK EXPERIENCE**

**Education Level:**
(Required educational requirements necessary to perform this job successfully)

Bachelor’s degree preferred and/or combination of Education and experience. 
More education, experience, or additional certifications and licenses may be required.

**Years of Related Work Experience:**
(Required related work experience necessary to perform this job successfully)

2-3 years related experience required. Experience in non-profit accounting required.

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**REQUIRED SKILLS AND KNOWLEDGE**

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<th>Skill Description</th>
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<td>A strong command of computer skills (Outlook, MS Word, Excel and PowerPoint, QuickBooks) is required.</td>
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<td>Strong organizational and time management skills.</td>
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<td>Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.</td>
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<td>Demonstrated ability to meet deadlines</td>
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<td>Strong written and verbal communication skills</td>
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<td>Demonstrated ability to work under pressure</td>
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<td>Must be able to answer to multiple demands from multiple directions simultaneously without expressing frustration.</td>
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<td>Able to exercise judgment regarding matters of significance.</td>
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<td>Deals with confidential information on a daily basis and must respect the nature of the data.</td>
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<td>Familiarity with basic Accounting principles.</td>
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**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)
Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

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<th>ACKNOWLEDGEMENTS</th>
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<td>Creation Date:</td>
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<td>Supervisor:</td>
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