Finance Manager

Position Overview

A Finance Manager builds financial strategies and reports to help the organization to improve their financial health and meet their long-term goals. Main duties include preparing an organization's financial activity reports, creating financial processes and best practices, grant oversight to include budgeting, vouchering and financial documentation, payroll, and forecasting ways to maintain or reduce company costs when possible.

Reports to: Executive Director - Works closely with Director of Operations and Development & Communications Director, as well as Board Treasurer/Finance Committee

Roles & Responsibilities

Responsibilities include, but are not limited to:

- Review financial statements for accuracy and legal compliance
- Transfer and input data into Quick Books
- Enter accounting related information into Quick Books
- Inspect account books for efficiency and accuracy
- Organize and update financial records
- Recommend ways to reduce costs and enhance revenue
- Review monthly bank settlements
- Prepare documentation for external auditors when needed
- Monitor Accounts Receivable/collections
- Process Accounts Payable invoices and W-9 verification for new vendors
- Monitor when invoices are due
- Reconcile monthly deposits
- Process, reconcile credit card payments and code to proper account
- Post journal entries and reconcile general ledger accounts as needed
- Process monthly bank reconciliations
• Assist with financial statement review
• Prepare and manage SCN's budgets with SCN's Treasurer & Executive team
• Help with preparing program budgets
• Monitors budgets and makes recommendations to expand or maintain current budget
• Implementing reporting processes to minimize financial risk
• Documenting transaction details
• Putting together financial reports
• Fact-checking accounting data
• Recording financial transactions
• Preparing financial reports and producing activity statements and monitor accounts
• Manage all grant vouchering, statements, prepare invoices, and track grant expenditures
• Work with Executive Director, Director of Operations & Department Directors for collecting and confirming vouchering documentation and submitting vouchers on or before their due date
• Recording financial transactions
• Process and tracks payroll data
• Ability to forecast financial health
• Works with Auditors to prepare audit and 990s
• Assist with SCN's accounting needs as necessary
• Additional duties as assigned

Key Skills and Competencies:

• Bachelor's degree in Accounting or Finance required.
• 2 years professional experience in nonprofit accounting and finance
• Knowledge of generally accepted accounting principles
• Proficiency in Dropbox, Microsoft products (Word, Excel), Google Suite
• Proficiency in QuickBooks
• Strong analytical problem-solving aptitude with creative solutions, ability to organize work with large amounts of information efficiently, manage multiple projects and deadlines simultaneously with strong attention to detail
• Ability to communicate effectively and professionally, both in writing and verbally, with management
• Able to work as a team player
• Willingness to be flexible and adaptable to change
Details

- Time commitment per week: Typically, 10-15 hours a week with a set number of hours needing to occur between Monday through Thursday, 9 am to 5 pm. With the possibility of going to 30 hours, in particularly busy seasons such as start and close of a fiscal year, end of year and Ramadan fundraising seasons, and financial audits. This time commitment may vary according to workload, deadlines, and other needs. Application due date: Rolling

- Ideal Start Date: ASAP

- Salary: $25-30 hourly rate, depending on experience

To Apply

Please submit your resume and cover letter explaining your qualifications for the position to maya@syriancommunitynetwork.org with the subject “Finance Manager”. No phone calls or other inquiries please. Only applicants selected for an interview will be contacted.