

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

FINANCE MANAGER

POSITION SUMMARY:

Maintains account procedures which comply with generally accepted accounting procedures of Kidango, the Independent Auditor, funding sources and the Board of Director's policies.

POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Director of Finance
- Supervises: Staff Accountant, AP/AR Leads, Contract Billing Accountant, Volunteers and all other positions assigned by the Director of Finance

PRIMARY RESPONSIBILITIES:

- Monitor and review: Cash Receipts, Disbursements, Payroll Journals, Billing, and General Ledger functions.
- Prepare monthly, quarterly and annual reports and verify backup data for contract as needed
- Maintain files as appropriate and establish new ledgers and journals as needed.
- Review Bank Statements and generate Bank Reconciliations.
- Keep track of contracts and grants budget variances in Excel and/or in the accounting software.
- Review, analyze and make recommendation regarding expenses and cash flow to the Deputy Director of Finance.
- Prepare reconciliation between amounts reported on IRS Form 941 and posting to the General Ledger.
- Reconcile annually W-2s, 941s, and General Ledger.
- Compute fixed assets acquisition cost, leasehold improvements, disposals, and depreciation expense.
- Reconcile fixed assets subsidiary ledger to General Ledger control accounts.
- Maintain schedule of capital leases; compute capitalization costs and related liabilities.
- Analyze and reconcile all other key balance sheet accounts for month-end closing
- Compute and review monthly cost allocations including revenue and expense by function, program, project, etc.
- Preparation of standard and correcting journal entries.
- Perform analysis of income/expense accounts and explain significant variances.
- Preparer Agency key Financial Statements.
- Compile information and perform data entry of agency annual budget.
- Develop pro-forms for internal management and financial forecasting.
- Generate reports for year-end close out and work with the Independent Auditors on the preparation of the agency annual audit.
- Provide ongoing training to staff on accounting and agency procedures.
- Supervise accounting procedures for fund raisers activities.
- Familiarize promptly with all the main frame software's used in the Finance Department.
- Backup support to Accounts Payable, Accounts Receivable, Payroll, Billing, and Deputy Director of Finance functions.
- Attend meetings as appropriate to job tasks or as directed by the Deputy Director of Finance.
- Participate in activities that further own professional growth.
- Maintain confidentiality of children, families and staff.
- Word as a member of the agency team by promoting the mission and philosophy of the organization

- Set measurable objectives of staff supervised and meet with each to discuss plans of improvement.
- Perform other duties as assigned by the Deputy Director of Finance

POSITION QUALIFICATIONS/REQUIREMENTS:

- BA degree in Accounting or related field or equivalent.
- Three year experience with full range of accounting and bookkeeping procedures.
- Experience with multi-funded programs desirable.
- Experience with nonprofit and fund accounting desirable.
- Ability to work without accounting supervision.
- Ability to maintain confidentiality of client and staff records.
- Computer literate.
- Literate in Excel, Word and fiscal software.
- Ability to supervise a diverse work group of people

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at:

<http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.