



Finance Manager – Part Time

Summary of Position:

This position supports the Commission's administrative functions and reports directly to the Executive Director. The right individual has the experience and ability to perform bookkeeping/accounting tasks, including payroll, and to carefully follow guidance and regulations for compliance, and complete tasks accurately and on time. The finance manager's work is consistent with the rules governing federal, state and local grants and generally accepted accounting principles.

Authority and Accountability:

Work is performed under the general supervision of the Executive Director in accordance with the Commission's work programs and policies. Work is conducted according to legal requirements and general business standards.

Duties and Responsibilities:

- Maintain complete, current records of computerized accounting system for Commission business.
- Prepare monthly journal entries to accommodate the Commission's accrual-based accounting.
- Intake and disburse cash and checks.
- Prepare payroll including benefits and tax payment data for processing.
- Audit indirect cost rate adjustment.
- Receive and enter incoming invoices for payment.
- Prepare outgoing invoices in accordance with federal and state requirements.
- Ensure all bank and credit card accounts reconcile monthly.
- Prepare accurate and timely financial reports, including but not limited to, monthly financial status reports, proformas, quarterly payroll and other tax forms.
- Monitor and ensure financial compliance with Commission policies and other funding sources.
- Coordinate responses to funding sources, contractors, and vendor inquiries.
- Coordinate the preparation of monthly, quarterly, and final fiscal reports for funding sources.
- Prepare financial records and data for annual or program audits.
- Work with auditors to resolve inquiries and provide data and reports.
- Notify the Executive Director of inappropriate systems and practices.
- Assist with development of annual budget.
- Performs other duties as required.



Knowledge, Skills and Abilities Required:

- Advanced knowledge of general bookkeeping principles and practices and financial reporting.
- Advanced knowledge of QuickBooks.
- Advanced knowledge of Office 365 and its applications.
- Working knowledge of federal grant management, OMB Circulars, funding guidelines, records management.
- Working knowledge of contract development and processing.
- Working knowledge of federal and state standards, legal requirements, reporting, procedures.

Minimum Qualifications:

Bachelor’s degree in accounting or other related field plus six (6) years of experience.

Working Conditions:

This position requires being comfortable working with people representing a wide variety of disciplines and lay persons. This position may involve travel for in-person meetings, evening meetings, and occasional weekend events.

The finance manager position is 24 hours/week.

Employee Acknowledgement:

I have read and understand my job description. Should I have any questions, I will follow up with the Executive Director as appropriate.

Name

Date