

Finance Manager Job Description

Job Title:	Finance Manager	Job Category:	Administration
Department/Group:	Management	Job Code/ Req#:	Finance Manager
Location:	Conway Center	Travel Required:	N/A
Level/Salary Range:		Position Type:	Full-Time (80 hrs. /pp.)
HR Contact:	Melanie Cobb	Date Posted:	Internal posting
Will Train Applicant(s):	No - Seeking experienced Finance Manager	Posting Expires:	
External Posting URL:	External Posting URL		

OVERALL DESCRIPTION

Reporting to the Chief Operations Officer (COO) of The Sanneh Foundation (TSF), the Finance Manager (FM) position is a full-time position responsible for managing financial accounting and reporting activity. The FM will lead day-to-day financial operations of a budget up to \$3.5 million and will be responsible for accounts payable, accounts receivable, and grants budgeting and reporting. The FM will work with the Operations department, will be involved in meetings and presentations to the Board of Directors, and will work closely with the organization's leadership team.

ROLE AND RESPONSIBILITIES

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit preparation activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate weekly, monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of foundation's financial status.
- Assist foundation leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the leadership in engaging the Board of Directors around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; produce financial reporting materials for government, corporate, and foundation grants.
- Prepare and manage organizational cash flow forecasting, assess the financial efficacy of program operations and establish finance and administrative systems to support program and organization operations.
- Process bi-monthly payroll.
- Manage the integration of financial software to the CRM in support of donor relations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Accounting
- 7-10 years of accounting and finance management experience in a nonprofit setting with multiple programs.
- Excellent skills in Microsoft Office Products; which include Word, PowerPoint and Excel.
- Experience in accounting and audits, followed by experience gathering, evaluating, presenting and reporting financial information to Board of Directors and leadership of the organization.
- Strong integrity, credibility, and unwavering commitment to The Sanneh Foundation's mission.
- Proactive, solution focused strategic thinker.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and overall accounting.
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential.

Desirable Qualifications

- Certified Public Accountant preferred
- Advanced knowledge of accounting and reporting software
- Strong interpersonal and communication skills; experience in effectively communicating key financial data, including presentations to senior management, board or other outside partners.

ADDITIONAL NOTES

- Experience working with diverse populations
- Excellent written and oral communication skills.
- Results-driven and skilled in continuous improvement processes
- Strong organizational and leadership skills
- Accounting and financial knowledge
- Ability to be flexible and work well under pressure in a fast-paced, multitasking environment.
- Emotional maturity and adaptable to work load demands and requests is required
- Flexibility to work outside of normal business hours if necessary
- Ability to utilize complete discretion while handling confidential and sensitive information