

## JOB DESCRIPTION

**Title:** Finance Manager

**Position Summary:**

Manage day to day accounting operations and ensures back up processing is in place for every critical operation.

**Duties and Responsibilities:**

- Analyzes and resolves problems on financial applications and systems for staff across all SMASE departments; provides a wide range of in-depth technical assistance to departmental user support staff.
- Preparation of financial statements, income statements and cost reports to reflect financial condition of the Association.
- Monitors and oversee monthly reconciliation process for General Fund, Payroll, Programs and DMF statements.
- Reviews and approves records of all adjustments posted to the general ledger.
- General ledger and other assigned accounting tasks.
- Assists in preparation of quarterly reports to funding agencies.
- Assists in preparation of cost allocations and maintains records of all journal entries.
- Responsible for and provides monthly revenue/expenditure reports to Executive Director.
- Provide and presents current and accurate financial reports to the Board of Directors at all quarterly meetings.
- Work closely with the auditors at the end of fiscal year in preparing the audit schedules.
- Assists in preparation of the budgets.
- Oversees all accounts and updates chart of accounts.
- Ensure cross-training of accounting staff as an emergency prepared measurement.
- Reviews, prioritizes and processes problem reports; documents the progress of projects.
- Supervise accounting employees.
- Maintains a broad knowledge of state-of-the art accounting technology, equipment and systems; participates in professional development activities and workshops related to accounting, supervisory and general accounting practices.
- Maintains adherence to Accounting Policy Manual procedures and Internal Control procedures.
- Monitors external data sources to ensure receipt and analysis of all charges.
- Maintains always, a private, confidential and professional attitude.
- Abides by Association Employee Handbook Policies.
- Performs other duties as assigned.

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**Qualifications:**

- Bachelor's Degree in Accounting or Business Administration
- A minimum of two years of training from accredited business school or four years of professional experience related to the duties and responsibilities specified.
- Must have a valid driver's license.
- Fingerprint and background check clearance required.

**Knowledge, Skills and Abilities:**

- Knowledge of a wide range of fund accounting software, applications, hardware, networking, automated check printing systems/processes and accounting principles, procedures, and standards
- Knowledge of customer service standards and procedures
- Knowledge of fiscal processes and procedures as they relate to a public institution
- Ability to communicate effectively, both orally and in writing
- Ability to provide strong investigative technical assistance and comprehensive problem resolution skills to end-users
- Strong interpersonal communication skills, flexibility, customer service orientation and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to understand, interpret, and expedite detailed and complex accounting transactions and documents.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical office/office work environment
- Very minimum physical effort required
- Very minimal exposure to physical risk