



JOB DESCRIPTION

POSITION TITLE: Senior Finance Manager

REPORTS: Chief Financial Officer

STATUS: FLSA Non-Exempt _____ FLSA Exempt_X _____

DATE: September, 2021

FUNCTION: Assist in the oversight of the financial and accounting operations of Jack & Jill Center.

ACCOUNTABILITES

Income

- Administer receipting and depositing donations, capital campaign contributions and grant funding.

Automation

- Identify and implement projects that will improve the automation of the accounting processes including payroll, accounts payable and ongoing reporting.
- Develop new policies and procedures once automation projects are completed.

Budgeting/Accounting

- Assist in the preparation and monitoring of the annual budget for operations, capital campaign and non-operations.
- Prepare budgets and financial materials for contracts and grant applications.
- Assist in the monthly closing and reporting of financial results.

Reporting/Analysis

- Prepare financial reports for grants
- Prepare analysis of financial performance
- Track compliance with the CRA contract

Information Technology

- Provide IT support to staff
- Administer the elementary school software

Other

- Assist in the development of financial/accounting policies.
- Provide backup for the CFO
- Other duties as assigned.

JOB REQUIREMENTS

- Maintain good working relationship with parents, donors, funders, volunteers and vendors.
- Understand and support the philosophy and goals of the Center.
- Work effectively within the structure of the Center.
- Maintain good working relationships with co-workers.
- Have competence in and perform the duties of the position as outlined in the appropriate job description (s).
- Be self-motivated in increasing knowledge and skills by attending staff meetings, workshops, and reading literature related to the field of child development, organizations, and interpersonal relationships.
- Follow the Center's guidelines as set forth in the Parent Handbook, Staff Handbook, newsletters as well as materials from the staff and parent meetings.

MARGINAL JOB FUNCTIONS

- Help, plan, execute, and do research for assigned projects.
- Participate in appropriate conferences.
- Assist in special projects.
- Participate in strategic and board planning meetings.

ABILITIES AND PHYSICAL REQUIRMENTS

- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to work cooperatively with colleagues and supervisory staff.
- May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
- May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to, pens, pencils, calculators, computer keyboards, telephones, etc.
- Demonstrates leadership abilities.

ADDITIONAL REQUIREMENTS

- Ability to effectively assess reports and research materials, and make decisions in the interest of the Center and its clients.
- Ability to listen, respond appropriately and make decisions in the interest of the Center and its clients.

MINIMUM QUALIFICATIONS

- CPA or Bachelor’s degree in accounting/finance and 5 years of related accounting experience.

OTHER PREFERRED QUALIFICATIONS

- Experience in non-profit or school accounting.
- Experience with Quickbooks

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

I certify that I have received a copy of this Job Description.

Signature: _____

Printed Name: _____

Date: _____