



Position Available: Senior Finance Manager

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

POSITION DESCRIPTION AND JOB FUNCTIONS

The Finance team is responsible for overseeing the financial and accounting operations of Jack & Jill Center. The organization is comprised of four programs: Early Education Program, the Madelaine Halmos Academy, Family Program, and HEALTH Program. The person in this role will work closely with both internal staff including Executive and Program leadership, as well as and external partners which include foundations, donors, and vendors. The person in this role will have the following responsibilities:

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

Other

- Assist in the development of financial/accounting policies.
- Provide backup for the CFO
- Participate in strategic and board planning meetings.
- Other duties as assigned.

POSITION REQUIREMENTS**Desired Qualities:**

Candidates should have strong financial, accounting, administrative, and organizational skills; strong written, presentation, persuasion and listening skills. They should have the ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the department, as well as the ability to manage strong relationships with a variety of constituents. Finally, they should have excellent interpersonal skills and a friendly demeanor.

- Ability to manage strong relationships with a variety of constituents and colleagues
- Ability to effectively assess reports and research materials, and make decisions in the interest of the school and its students
- Ability to use computer software to organize information, effectively communicate, maintain data, and develop a variety of correspondences and reports
- Maintain open communication, confidentiality and professionalism at all times
- Follow and enforce Center's policies and procedures at all time as listed in employee and parent handbooks
- Ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the department
- Job may require heavy lifting of 25 pounds or more

Desired Experience:

- CPA or Bachelor's degree in accounting/finance and 5 years of related accounting experience
- 5 years of experience in a professional office setting; experience working at a nonprofit or school accounting is a plus
- Excellent skills and experience with Quickbooks
- Excellent skills and experience with Microsoft Word, Excel and Outlook, email protocol and internet research
- Ability to work weekends and evenings as required
- A valid driver's license and access to transportation

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.

SPECIFICS

- Title: Senior Finance Manager
- Team: Finance
- Reports To: Chief Finance Officer
- Salary: Commensurate with experience
- Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance
- To apply, please submit an Employment Application by [clicking here](#).