



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.

Jack & Jill Center's Madelaine Halmos Academy (MHA) is a private elementary school, serving kindergarten through 5th grade students. Educators, staff and volunteers work together to create a safe, academically challenging and socially supportive environment for all learners. MHA's unique program nurtures the whole child by combining academic, social-emotional, and wellness elements to ensure a highly-effective educational experience.

POSITION DESCRIPTION AND JOB FUNCTIONS

The Senior Finance Manager will serve as a critical member of the Jack & Jill Center's Finance team. This person will be responsible for the accounting and reporting of operational results and will be involved in budgeting and the rollout of a new accounting software. The Senior Finance Manager be responsible for the following key job functions:

- Lead the monthly closing process and reporting of monthly, quarterly and annual financial results including preparation for the annual audit and drafting of annual financial statements and IRS Form 990.
- Oversee the recording of all earned income – tuition, scholarships, and food programs.
- Ensure the accuracy of bi-weekly payroll and benefits.
- Administer presentation preparation for board meetings, annual treats, and special projects.
- Support Grant Manager in the completion of RFPs.
- Monitor and analyze financial performance across departments.
- Collaborate with departments to manage budgets and identify cost savings opportunities.
- Assist in the annual budget process and act as a liaison for other departments.
- Lead the design and rollout of Blackbaud's Financial Edge XT software.
- Develop a policy and procedure manual for Financial Edge XT software.
- Identify and implement projects that will improve the automation of the accounting processes, including payroll, accounts payable, and financial reporting. Develop new policies and procedures upon completion of automation projects.
- Provide backup support for the CFO.

POSITION REQUIREMENTS

- Strong organizational skills and attention to detail.
- Excellent interpersonal, communication (without the use of an interpreter) and presentation skills.
- Maintain open communication, confidentiality, and professionalism at all times.
- Flexibility to work variable hours, including early mornings and occasional evenings for special events.
- A commitment to promoting a positive and inclusive school culture.
- Ability to remain calm and composed in high pressure situations.
- Adherence to the Center's policies and procedures as listed in team member and parent handbooks.
- Mobility to move around the school premises as needed.
- Capacity to lift and carry light objects, such as signage or equipment.
- Ability to stand for extended periods.

POSITION QUALIFICATIONS

- CPA or Bachelor's degree in accounting/finance.
- Five years of relevant accounting experience as a finance manager.
- Three to five years of supervisory experience, preferred.
- Extensive knowledge of Windows and Microsoft Office suite (e.g., Word, Excel, PowerPoint, Outlook, Teams).
- Experience in non-profit accounting and Financial Edge software is preferred.
- Ability to work independently and prioritize workload.
- Excellent interpersonal, customer service and leadership skills.
- Authorization to work in the USA.

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: CFO
- Salary: \$75,000 annually
- Work Schedule: Monday to Friday, full-time
- To apply, please submit an Employment Application by [clicking here](#).

Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance.