

## **HOUSING RESOURCES BAINBRIDGE JOB DESCRIPTION**

### **Finance Manager**

#### **Summary and Purpose:**

The Finance Manager is responsible for directing all aspects of the fiscal functions of the organization in accordance with generally accepted accounting principles and practices. This includes all accounting functions, grant compliance, contracts, insurance, payroll, employee benefits, and other financial activities for Housing Resources Bainbridge. This role works closely with the Executive Director and Finance Committee.

**Reports to:** Executive Director

**Schedule:** 40 hours per week

**Compensation:** \$60,000 -\$70,000 annually

**Benefits:** Health Insurance, Vacation, Sick, and Holiday Pay

#### **Essential duties and responsibilities:**

- Assists with development of budgets, prepares and monitors program & event budgets.
- Prepares records and reports for year-end audit by independent audit firm. Performs pre-audits for all appropriate sources.
- Maintains records for potential future audits of grant funders, as required.
- Prepares financial reports for grants including government and private sector funds and ensures that all reports are filed in a timely manner.
- Is responsible for benefits administration including insurance, workman's compensation, file management, activation of coverage, etc.
- Assists in preparation of risk management policies, including policies and procedures for personnel and accounting.
- Assists the Executive Director with special projects as needed.
- Prepares G/L entries to adjust all accounts as needed.
- Reconciles G/L, subsidiary ledgers, and checking accounts on a monthly basis.
- Creates projections for future projects and expenses.
- Creates and maintains breakdowns of functional expenses and administrative expenses.
- Maintains class tracking systems in accounting system.
- Creates and maintains all employee files.
- Creates and maintains a grant/contract-tracking system including change orders to provide controls over payments.
- Monitors mortgage statements from bank.

- Maintains banking and credit card relationships.
- Maintains controls on employee credit card access, limits, reporting and documentation.
- Supports and assists in the implementation of strategic goals and objectives.
- Assists the Executive Director with implementation of policies and objectives set by the board.
- Creates and submits to the Executive Director any policies or procedures requested.
- Prepares reports for finance committee
- Supervises accounting staff
- It will be necessary for this position to communicate effectively via various modes of communication (face-to-face, phone, zoom, e-mail, etc.).
- Other duties as required.

### **Qualifications**

- Experience in employee relations and the ability to communicate with individuals from all socio-economic backgrounds
- Thorough knowledge of generally accepted accounting principles
- Proficiency with QuickBooks Online accounting software required
- Proficiency with Microsoft Office 365
- Ability to effectively communicate in a professional manner with vendors, staff, board members, families, and anyone associated with the organization
- Strong analytical, quantitative, problem solving and technical skills
- Ability to maintain confidential information, high ethical standards, positive attitude
- Able to adapt to and excel in a fast-paced environment
- Bachelor's Degree in Accounting, Business or a related field required
- 5 years of experience in accounting or finance

Please send resume and cover letter to [phedra@housingresourcesbi.org](mailto:phedra@housingresourcesbi.org).