

Job Description

Position Title: Finance Manager
Location(s): 655 Winding Brook Dr., Glastonbury CT, 06033
Status: Full-Time, Exempt
Reports to: Chief Financial Officer
Duration: Permanent

SUMMARY

Finance Manager will oversee all the organization's accounting operations, including daily financial operations, completing the month-end close, analyzing and reconciling general ledger accounts, maintaining work papers and the preparation of monthly financial statements. Finance Manager is a full-time position, reporting to the Chief Financial Officer.

SPECIFIC RESPONSIBILITIES

The following descriptions include essential functions of the job and does not imply that these are the only duties to be performed. Employees will be required to follow other job-related duties as deemed necessary and requested by their supervisor or management.

Accounting & Financial Management

- Perform all accounting functions including accounts payable, accounts receivable and general ledger review. Performs the monthly, quarterly, and annual close.
- Run weekly accounts payable checks.
- Monitor and reconcile all bank and investment accounts.
- Monthly reconciliation of donations received in the development and financial reporting databases.
- Monitor and record quarterly sub-recipient/member program reporting.
- Assist with the preparation of annual organizational budget, including individual grant budgets.
- Assist with grant application needs; assists with grant report preparation.
- Assist in the preparation of the annual audit process, including federal and state single audits.
- Prepare annual 1099 forms, Property Tax Declarations and other forms as necessary.
- Prepare any ad hoc reports as required by constituents, including funders, CEO, CFO or members of the Board of Directors.

Grants & Contracts Management

- Create and track sub-recipient/member program contracts.
- Tracking of grant activities, timelines, and expenditures in accordance with regulatory requirements and cost standards.
- Prepare financial reporting for donors and governmental funding sources.

Administration

- Track contracts for the organization, including those related to office equipment, insurance policies, lease agreements and independent contractors.
- Assist with requests for proposals to procure related services.
- Maintain and dispose of all required and appropriate documentation in accordance with the agency's Document Retention policy.
- Perform other duties as requested by CEO, CFO or members of the Board of Directors.

KNOWLEDGE & SKILLS

We also ask the following of the candidate:

- Bachelor's degree in Accounting or a related field and/or equivalent experience.
- Minimum 7 years professional experience in financial and administrative management; ideally 5+ years' experience in the nonprofit sector
- Excellent organizational skills and attention to detail.
- Demonstrated knowledge of GAAP, fund accounting and grants management.
- Proficiency in QuickBooks accounting software.
- Successful in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent oral and written communication skills.
- Demonstrated experience with managing multiple projects within given deadlines; in fast paced high energy working environment.
- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations and government agencies.
- Advanced knowledge of Windows operating systems and Microsoft Office programs including Excel, Word, Publisher, Outlook and PowerPoint.
- Successful completion and maintenance of domestic violence counselor certification, per CGS 52-146k.
- Commitment to CCADV's mission, as well as issues related to domestic violence.
- High level of comfortability operating computer-based technology, office machinery, and various information databases.
- Must be able to remain in a stationary position approximately 50% of the time.
- Ability to attend to various office needs of light to medium physical effort, lifting and moving boxes occasionally up to 50lbs.
- Flexibility to travel, reliable transportation, and valid driver's license.
- Ongoing compliance with federal funding requirements including successful completion of background checks and drug screens.
- Experience effectively maintaining a healthy work environment for staff that encourages professionalism, respect, and continuous improvement.

CCADV is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

*For additional information & questions, or to submit cover letter & resume, contact CCADV at:
employment@ctcadv.org or 860-282-7899*