



<b>Position Title:</b> Finance Manager		<b>Date Revised:</b> August 5, 2022	
<b>Reports To:</b> Executive Director	<b>Hourly:</b>   X   <b>Exempt:</b>	<b>Full Time:</b>     <b>Part Time:</b>   X   20 Hrs.week	<b>Approved:</b> Sean Reed Jr.

**Position Summary**

The position works with the Executive Director to manage and report the financial accounting and transactions of the organization. The Financial Manager works with staff to ensure all expenditures are reviewed and assist the Board of Directors and Finance Committee to ensure accurate financial integrity. Familiarity with contract management, nonprofit accounting and QuickBooks is required.

**Duties and Responsibilities**

- Supervision and ongoing communications with the Bookkeeper to ensure that expenses are allocated accurately and on time.
- Work with the Executive Director to create, modify, and track grant and agency budgets.
- Assist with the annual audit and nonprofit reporting requirements.
- Participate in formation of strategic and long-term organizational financial plans.
- Adhere to system of internal controls and reporting to better integrate financial data and processes, including those for receipt of revenues, costs, payables, receivables, program budget and actual expenditures.
- Assist with cash management to ensure sufficient funds; notify Executive Director to transfer funds.

**Committees and Reporting**

- Assist the Executive Director and monitoring in interpreting cash flow and predicting future trends.
- Prepare ad hoc reports upon request from the Executive Director and Finance Committee.
- Attend Finance Committee, Board and Executive Committee meetings when directed by the Executive Director.

**Budgeting**

- Work with the Executive Director to create, modify, and track all grant and agency budgets.
- Review expenses and budgets on an ongoing basis to ensure grant spend down.

**Collaborate with Dannible & McKee**

- Provide monthly payroll distribution.
- Provide up-to-date staffing information (new hires, terminations, etc.).
- Manage vendor contracts and provide new and current contracts and budgets.
- Reconcile monthly vouchers and financial statements to budget worksheets.
- Provide deposit backup and distribution information.

- Ensure proper coding and signatures of all check requests and ACH payment backup prior to bookkeeper submitting to Dannible & McKee.
- Various related duties as assigned.

**Qualifications**

A Master's Degree in Accounting or Finance with at least 5 years non-profit experience preferred.

**Required Skills and Abilities**

- Effective at prioritizing workload and responding to emerging needs
- Demonstrates superior knowledge in areas managed and serve as a resource to staff.
- Excellent verbal and written communication skills.

<b>Employee Printed Name</b>	<b>Date</b>
<b>Employee Signature</b>	<b>Date</b>

Please send Cover letter, resume and (3) References to:

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