

## **FINANCE MANAGER**

### **POSITION SUMMARY**

The Finance Manager is a strategic thought-partner and reports to the Executive Director (ED). The successful candidate will be an involved manager who will lead and develop strategic processes that support the following areas: finance, grant reporting and budgeting. The Finance Manager is a critical member of the senior leadership team in advancing the work and mission of Teen Parent Connection as the organization continues to grow and enhance its mission and programming. This is a tremendous opportunity for TPC's finance and operations leaders to work together as a team to maximize and strengthen the internal capacity of a well-respected, high-impact organization. This is a part-time (30 hours per week), non-exempt position, with benefits.

### **JOB RELATIONSHIPS**

- Reports directly to the Executive Director.
- Staff liaison to Finance Committee of the Board of Directors.
- Participates in all agency staff meetings, management team meetings, and other meetings or events as assigned.

### **ESSENTIAL FUNCTIONS**

#### **Financial Management and Reporting**

- Perform all accounting duties for the organization, including A/P, A/R, Payroll and monthly close procedures.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; produce financial reporting materials for all donor segments.
- Responsible for all financial, project/program and grants accounting and reporting.
- Coordinate with Development department to ensure donations are properly accounted for in recordkeeping databases.
- Coordinate with HR to ensure payroll is accurate.
- Lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess and implement any necessary changes/recommendations.
- Oversee and lead annual budgeting and planning process in conjunction with the ED, Director of Program Operations and managers; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's full financial status.
- Manage organizational cash flow and forecasting.
- Manage organizational investment accounts.
- Enhance robust grant contracts management and financial management/reporting system; ensure that the contract billing schedule is adhered to and that financial data and cash flow are steady and support operational needs.
- Communicate consistently and effectively with outside agencies, including funders and vendors.
- Periodically review and update all necessary fiscal policies and accounting practices.
- Effectively communicate and present critical financial matters to the board of directors.
- Participate in and assist in preparing for organizational fundraising events, with responsibility for all financial aspects of the fundraiser.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience in having final responsibility for the quality and content of all financial data, reporting and audit coordination for either an individual program or program area.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Experience in grants management and not-for-profit accounting strongly recommended.
- Technology savvy with experience and knowledge of accounting and reporting software (QuickBooks Online).
- Successful track record in setting priorities; keen analytic, organizational and problem-solving skills which support and enable sound decision making.

- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Excellent follow-through and responsiveness.
- Able to work with flexibility, adapt to change, and appropriately prioritize to handle multiple tasks.
- Intermediate to advanced proficiency in Microsoft software applications (Excel, Access, Word, Outlook, etc.).

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment, in close proximity to other workers. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes. Candidate must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood.

- Must be able to work occasional weekends and/or evenings, with advance notice.
- Hybrid of in-office and remote work.
- Ability to drive a car (does not include transportation of participants).
- Ability to lift and carry up to 25 lbs and climb stairs several times per day.
- Ability to climb stairs and ambulate in and out of site locations in all weather.
- Ability to sit and stand for extended periods of time.
- Ability to bend and reach.
- Ability to learn and communicate written, verbal, and visual methods effectively and efficiently.

#### **EDUCATION AND EXPERIENCE**

- Minimum of a bachelor's degree in accounting, business, finance or related area. MBA and/or CPA preferred. Equivalent related work experience will be considered.
- At least five years of overall professional experience; ideally six-plus years of broad financial and operations management experience.

#### **COMPENSATION AND BENEFITS**

- Paid time off and paid holidays.
- Health, dental and vision insurance.
- Group life insurance.
- 403(b) retirement plan with employer match.

Competitive salary is offered based on qualifications and experience.

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, please email letter of interest and resumé to [hiring@teenparentconnection.org](mailto: hiring@teenparentconnection.org)