



Finance Manager Job Description

Part-Time Position (25-30 hours per week)

Reports To: Executive Director

Organization Membership: Leadership Team

Compensation Range: Commensurate with experience.

OVERVIEW

To promote the mission of the Big Buddy Program through the effective management of the program's finances and operations that support the program and services of the organization. Reporting directly to the Executive Director, this position is responsible for ensuring the effective and efficient management of all finance management related to grants, donations, and social enterprise initiatives that align with the agency's vision and mission. The Finance Manager collaborates with the Executive Director to maintain agency fidelity, document progress, and support the development of a community of mentoring relationships for the youth.

ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES

Finance Management

- Works with the Executive Director and Financial Consultants, Faulk and Winkler, to define and maintain the financial processes and procedures which support the financial health of the organization.
- Maintain current balances on all accounts.
- Provide the Executive Director with monthly reports on all account balances; revenues; expenses for the month; sources of revenue; outstanding debt and provide account balances at any point in the month.
- Approves service unit purchases and ensures requested funding follows procedures outlined in the Financial Handbook.
- Manages accounts payables which includes insuring monthly bills are paid on time and in accordance with Financial Handbook. Makes payments to regular monthly vendors/service providers in a timely fashion.
- Manages accounts receivable which includes creating and sending invoices in a timely fashion and following up with invoices to ensure that they are paid.
- Records deposits on a weekly basis (minimum); accurately code deposits; keeps documentation for all deposits.
- Accurate record keeping of program's financial situation. Able to produce monthly reports; prepare finance committee reports.
- Assist Executive Director in creating budgets for grants, service units, and all other revenue streams. Provides in-service to Directors and Managers (when applicable) to help them learn how to be proactive with budget management.



- Creates reports needed to explain expenditures for various grants.

Administrative Management

- Works with Executive Director to make decisions about employee benefit packages and how they fit in the budget.
- Works with Executive Director to understand various grants and social enterprise initiatives.
- Creates and maintains procedures for cash management and fund disbursements.
- Manages the solid accounting practices for special events and fees for services, adjusts meet changes.
- Responds to questions about payroll issues, filing, outstanding balances and all other financial issues
- Other duties as required by the Executive Director

Leadership Team Member

- Collaborate closely with the leadership team, providing input and insights to align financial needs with business operations, program needs, and organizational goals.
- Foster a collaborative work environment, promoting teamwork and cross-functional cooperation.
- Act as a bridge between all departments, ensuring a cohesive approach to achieving the organization's mission and objectives.

JOB QUALIFICATIONS

The ideal candidate is a team player, action-oriented, hands-on individual who has an interest in developing in the non-profit sector.

- Bachelor's degree or higher in Finance or related field 5 - 7 years of relevant experience
- Advanced knowledge in Quickbooks, Paychex, Bill.com, and Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Detail-oriented and analytical
- Excellent written and verbal communication skills; strong organizational skills; ability to meet demanding deadlines; ability to handle multiple projects with ease.
- Knowledge of accounting for non-profit organizations preferred.

To apply, complete this [Pre-Screening Survey](#) and send Cover Letter and Resume to: bigbuddy@bigbuddyprogram.org

Please include "Finance Manager" in the email subject line.