



Finance Manager

The Finance Manager will perform bookkeeping and accounting functions for the Agency. This full-time position reports to the Chief Financial Officer (CFO) and is responsible for managing established financial and operational processes, systems, and internal controls. The Financial Manager is expected to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with children, families, and staff as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Employee Handbook and Policies and Procedures Manual. Specific duties include the following:

- Process and manage all accounts payable/receivable transactions, controls, and procedures.
- Monitor and report on annual agency and departmental budgets.
- Manage vendor quoting, invoices, payments tracking and the life cycle of contracts.
- Prepare and Compile monthly reconciliations and metrics reporting.
- Create, develop, and maintain spreadsheets used for accounting reporting and reconciliations.
- Provide input and recommendations for the development and implementation of financial policies and procedures.
- Assist with grant budget submissions and reports.
- Reconcile funds in the Agency's database system and generate reports.
- Work with the HR Manager to support accurate payroll accounting.
- Support fundraising efforts with financial data and analysis.
- Speak on behalf of the agency and specific programs in an informed, friendly, and professional manner.

FLSA Status: Exempt from overtime.

Minimum Qualifications:

This position requires a bachelor's degree (or a combination of post high school education and work experience) plus three (3) years of relevant work experience. Proficient knowledge of accounting principles and practices; proficient computer skills including advanced knowledge of Excel and use of spreadsheets, general office and administrative skills, excellent organization and attention to detail, and proficient analytical and communication skills are required.

Physical Demands of the Job:

The job of Finance Manager involves extended time working indoors at a computer and requires manual dexterity as well as the ability to: see, hear, speak, move and react quickly, sit comfortably at a desk, walk, stand, squat down, climb a step ladder, balance, and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.