Finance Manager Job Description

Department: Administration | Reports To: President & CEO | FLSA Status: Full-Time Exempt

Principal Areas of Responsibility

Under the direction of the Deputy Director of Operations / Chief of Staff and President & CEO, the Social Justice Rapid Response Coordinator is responsible for:

- Works directly with the President & CEO and Executive Team to provide technical assistance on budget planning and provides financial statements on a regular basis and strategic advice regarding financial implications of operations and programs.
- Coordinates with the President & CEO and Executive Team to provide recommendations to enhance financial sustainability and performance.
- Evaluates short and long-term strategic financial objectives in coordination with the President & CEO and Executive Team.
- Oversees and manages the processing of invoices, remittance of payments, accounts payable and receivable, cash deposits, and monthly bank reconciliations and co-manage relationships with vendors and contractors with the Deputy Director of Operations / Chief of Staff.
- Implements and maintains fiscal management systems and controls to protect the financial assets of the organization.
- Supports administration of payroll on a bi-weekly basis using ADP software.
- Works directly with the Board of Directors Treasurer and Finance Committee at the direction of the President & CEO.
- Provides leadership in completion of the yearly audit and tax forms at the direction of the President & CEO.
- Coordinates with the Deputy Director of Operations / Chief of Staff and the Human Resources Manager to review liability, health & employee insurance and benefits plans annually to determine the cost implications for the organization.
- Reviews grant applications for compliance with funder information requests; track and reconcile grant expenditures across departments and submit financial reports to the Development Team.
- Develops standards for contracts, including preparation of budget, payment terms, general language and provisions and manages all contracts.
- Ensures that billing, contracts and contract proposals are correctly entered into relevant databases and securely maintained.
- Provide instruction to Administrative Staff who support the organizational finance function.
- Coordinates with information technology Staff to manage finance and accounting software packages.

The responsibilities outlined above are not exhaustive. The Board of Directors, President & CEO and internal and external factors may require additional tasks as needed.
Education & Professional Experience / Minimum Requirements

- Bachelor’s degree in finance, accounting or related field required.
- 5 - 7 years of experience in a senior financial management role, partnering with the leadership team to plan, implement, and manage budgets; track financial activities, and compile complex financial reports for foundations and funding sources.
- 3-5 years of experience in non-profit accounting, including sophisticated fund and grant accounting, contract compliance and reporting.
- Act 33/34 and FBI Clearances

Additional Skills and Qualifications

- Affirm the core principle of Reproductive Justice and Human Rights for Black women, femmes and girls, women of color and LGBTQ+ people of color;
- Excellent analytical and abstract reasoning skills as well as considerable concentration and creativity.
- Thorough knowledge of Quickbooks, ADP, EveryAction and Microsoft Suite software.
- Excellent written and verbal communications skills.
- Must be a self-starter and able to work independently with discipline and integrity, must be able to work frequently at a fast pace and some evening and weekend work are required.
- Ability to work collaboratively as a team player, under pressure with multiple tight and competing deadlines, and with racially, culturally, and educationally diverse audiences.
- Ability to work with a continuum of Black women, femmes and girls and people of color including but not limited to ability, age, class, color, creed, culture, education, ethnicity, familial status, gender, gender identity, gender expression, immigration status, incarceration status, language, marital status, military status, national origin, place of birth, political affiliation, pregnancy, race, religion, sex, sexual orientation, socioeconomic status and veteran’s status.
- Exhibit excellent presentation, demeanor, and attitude.

Compensation

The Finance Manager is a full-time, exempt position based in Pittsburgh, Pennsylvania or Philadelphia, Pennsylvania. The salary range is $55,000-65,000. Compensation is commensurate with experience.

Physical Demands

While performing the duties of this position, the Finance Manager is regularly required to sit, stand, walk, speak, and hear. This position requires extensive computer use. The Finance Manager must occasionally lift/move up to twenty-five (25) pounds. Reasonable accommodations will be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Travel

The Finance Manager must possess a valid driver’s license and have access to reliable transportation with current auto insurance. This position requires limited travel to perform the duties of this position.

To Apply

To apply for the Finance Manager position, please email your cover letter, resume and three references to apply@newvoicespittsburgh.org by August 31, 2020. We will interview candidates on a rolling basis so we encourage you to apply early. For questions about this position, email apply@newvoicespittsburgh.org.