

# Finance Manager

**Classification:** Exempt  
**Salary Range:** DOE  
**Department:** Finance  
**Reports to:** Chief Operating Officer  
**Supervises:** Accounting Assistant  
**Date:** 03/12/2018

## Summary/Objective:

The Finance Manager is a member of the Camp Korey Leadership Team. The Finance Manager provides the primary financial guidance, records and reporting to maintain a healthy, sustainable organization, with necessary controls and procedures in place to satisfy all audit and regulatory agencies and manages the overall direction, coordination and evaluation of the Accounting/Finance Department.

## Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments; create, document and ensure practice of control procedures in financial matters
2. Manage the accuracy and productivity of day-to-day activities of accounts payable, cash receipts, and disbursements, invoicing/billing, customer and donor credits and collections, payroll/benefits, fixed asset records including titling and licensing, general and entity accounting, cost accounting, and budgeting
3. Manage cash balances and investments; create and maintain monthly cash projection report
4. Develop, improve, and issue timely monthly financial reports
5. Prepare annual detailed budgets and regularly monitor costs against budgets
6. Maintain chart of accounts
7. Reconcile all General Ledger accounts
8. Manage preparation of the annual audited financial statements as primary contact for contracted outside CPA firm conducting the audit
9. Manage preparation and documentation of the annual Form 990 tax return and supporting schedules
10. Reconcile Quickbooks monthly with Development Department's Raiser's Edge database
11. Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary
12. Manage commercial banking relationships
13. Assure that assets are not unnecessarily encumbered with personal guarantees or restrictions
14. Work closely with Human Resources to establish and improve employment benefits and best practices
15. Interface with outside audit firms, banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies

16. Report/present to the Board of Directors regularly in writing and verbally.

**Key Competencies:**

Should have the following qualities, knowledge of and/or experience in:

- Committed to results: 'can-do' mindset with emphasis on accountability
- Expert accounting and financial analysis skills, using GAAP practices
- Experience with change leadership and change management
- Strong motivational and staff leadership abilities
- Excellent communication and presentation skills
- Able to organize and prioritize projects
- High level of integrity and impeccable work ethic
- Highly computer proficient with expertise in Office, Quickbooks, and Excel programs

**Work Environment:**

Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.

Working outside will sometimes be necessary, in various weather conditions

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 25 lbs. Specific vision abilities require by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Position Type/Expected hours of work:**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. However, the position requires the ability to work during non-standard hours and on short notice as the need arises.

**Travel:**

Local travel will be required, primarily during the day. Some out-of-area or overnight travel may be expected.

**Required Education, Training and Experience:**

- Bachelor's Degree in Accounting or Finance
- Five to ten years successful senior leadership experience in a similar successful organization, or equivalent combination of training and experience

**Preferred Education, Training and Experience:**

- Master’s Degree in Finance or Accounting
- Certified Public Account (CPA)
- Non-profit leadership experience

**Additional Eligibility Requirements:**

- Valid driver’s license
- Background check
- Current Vaccinations
- CPR/First Aid Certification

**EEO Statement**

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, reporting relationships, and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

Chief Operating Officer \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_