

**COMMUNITY ACTION ALGER MARQUETTE**  
**Job Description**

**FINANCIAL MANAGER**

**Supervised by:** Executive Director

**Supervises:** Payroll Administrator / Accountant

**General Summary:**

Under the general supervision of the Executive Director, establishes accounting procedures and financial management systems in support of the Agency's financial policies.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops, recommends and implements financial policies and procedures to provide a continuous process of planning, budgeting, accounting, reporting and fiscal evaluation of agency programs.
2. Manages the agency's financial accounting and reporting systems, chart of accounts, and administers established financial procedures and cost allocation plan. Manages payables, receivables, and investments.
3. Monitors, researches, and interprets government guidelines and regulations to ensure agency compliance with accounting standards.
4. Prepares monthly journal entries and cost pool allocations for the month-end close. Prepares year-end journal entries and posts adjusting journal entries related to the agency audit.
5. Compiles and analyzes data, information and records related to financial and accounting activities. Prepares and presents regular status reports, interprets accounting data for other administrators, and develops other special reports as requested.
6. Prepares monthly Board and Finance committee financial reports.
7. Administers all procurement transactions over \$500.
8. Prepares and files all State and Federal tax reports and payments, as well as individual program financial reports. Obtains email copies of requests for payments from grantors and prepares general ledger reports as needed to substantiate requests.
9. Assists other administrators with financial and/or accounting related issues and provides training on financial procedures and fiscal management. Provides technical support and advice for the budgeting process. Responds to inquiries or requests for information and investigates problems.
10. Trains, assigns work, evaluates performance, and otherwise supervises Payroll Administrator / Accountant.
11. Promotes effective administrative operations by establishing and maintaining effective relationships with others.
12. Keeps abreast of new accounting, tax and financial management techniques, current issues, and important legislative developments through continued education and professional growth. Attends conferences, workshops, clubs and seminars as appropriate.
13. Maintains accounting credentials as determined by the credentialing organization. Obtains continuing education required by state licensing agency in order to maintain licensure.
14. Compiles and prepares documentation for agency audits and program monitors. Collects information, responds to requests, meets with auditors or monitors and provides other support as necessary. Updates accounting records and obtains invoices to comply with financial document requests.
15. Must be able to prepare payroll in the absence of the Payroll Administrator / Accountant and utilize all modules of the accounting software programs.
16. Maintains vendor files, including bids obtained, contracts and invoices necessary for providing agency audit documentation.
17. Reconciles bank statements.

18. Files corporate documents for the agency's affordable housing corporations along with reconciling their bank accounts. Serves as a Director on the corporations' Board and performs other duties as assigned for them.
19. Performs other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in accounting.
- CPA preferred – Or 5 or more years of progressively more responsible accounting experience.
- Experience working with nonprofits.
- Knowledge of tax reporting and filing for a corporation.
- Skill in compiling and evaluating complex financial information and data and formulating policy recommendations.
- Skill in developing and implementing accounting systems and procedures, and in generating complex reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Proficiency in the use of accounting and other designated software utilized by the agency
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when interacting with others.
- Ability to train and supervise others
- Ability to work effectively under stress and within deadlines and changes in work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually in an office setting. The employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move objects of light weight. Specific vision abilities required by this job include close vision.