

Experiment in Self-Reliance

Position Description --- Finance and Grants Manager

Primary Role

The Finance and Grants Manager will be responsible for following grant reporting requirements, tracking and reviewing receipt of funds, paying all bills, reviewing payroll procedures, tracking purchasing of supplies and assuring that all outstanding contracts are satisfied.

1. Quickbooks and entry process for profit/loss and balance sheets, develop a timeline for due dates for reports with funding details.
2. Aids in developing written and oral communications for Board of Directors and Finance Committee.

Reports To: Sr. Finance Director-Executive Director

Duties

Organizational Effectiveness

- Applies principles of accounting and maintain accounting records.
- Prepares financial reports and insures submission at required due dates.
- Aids in preparing Quickbooks reporting
- Assists in the preparation of budgets annually of all grants.
- Aids in month end closing process, including required accruals and depreciation estimates
- Aids in filing federal and state tax returns and other regular and special tax reports to government agencies such as the Form 990 with assistance from Sr. Finance Director
- Aids in bank account reconciliations and balance sheet reconciliations as needed
- Assists the Executive Director in the development and preparation to budgets and general accounting procedures.
- Provides consolidated financial reports for presentation to the Board of Directors, and/or as requested by Executive Director.
- Maintains the purchasing system within the agency in ordering office supplies and equipment and other items purchased---also maintains the stockroom for supplies requisitioned.
- Attends Board of Directors and Finance Committee meetings.

Risk Management

- Assures that the bookkeeping methods and practices are in keeping with requirements of the funding sources and the Experiment in Self-Reliance.

Qualifications

- Should possess a 4-year college degree in Accounting and 5-8 years' experience.
- No history of bad debts or criminal convictions, and must be bondable.
- Individual must be computer literate and maintain all levels of confidentiality organizationally.