Northwest Fair Housing Alliance

**Job Title: Finance Manager** **Reports To: Executive Director**

**POSITION SUMMARY: *Briefly describe the primary purpose of the position.***

Acts as chief financial office for the agency and is responsible for the implementation of multi-fund accounting system, financial review and reporting and record keeping.

**KEY or ESSENTIAL FUNCTIONS:**

The essential functions of the position include but are not limited to the following:

List the essential functions in order of importance and include the approximate percentage of time spent doing or involved with the function. Begin each statement with an action verb.

1. Produce, analyze, and interpret various reports and statements for internal, board of directors, grantors, contactors, and others use by means of an automated accounting system with regular consideration of necessary adjustments, particularly at year end. (13%)
2. Maintain, monitor and review the organization’s payroll process including quarterly and annual reporting. (20%)
3. Maintain, monitor and review accounting for accounts receivable and accounts payable using approved invoices and vouchers to obtain prompt and timely collection of receivables and payment of payables. (15%)
4. Maintain, monitor and review one or more accounting funds as required, including monitoring of fiscal aspects of grants and contracts. (10%)
5. Maintain and reconcile petty cash, bank and investment accounts. (2%)
6. Establish and maintain accounting procedures/controls. (2%)

**Secondary Functions:**

1. Maintain agency administrative and contract files, documents related to insurance and other agency contractual obligations. In addition, maintain and monitor State, local and Federal regulatory requirements including year end exempt organization income tax return. (13%)
2. Establish and maintain an indirect cost rate in accordance with the requirements of grants/contracts to which it applies, and with the Federal cost principles; i.e., 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122). (5%)
3. Assist in preparation of government/private grant submissions, grant reporting structure and timing. (5%)
4. Assist in coordination of staff reports to be incorporated in HUD (quarterly) reports. (5%)
5. Purchase materials, supplies and services necessary for operations with consideration given to cost, the environment and vendor proximity, when possible. (5%)
6. Participate in agency board, staff and DEI meetings and trainings. (5%)

**QUALIFICATIONS/REQUIREMENTS:**

Describe the level of knowledge and experience required to perform the essential functions of the position. Include any special skills, specific job training or education that is necessary.

1. Education – Knowledge of, and the ability to apply, accrual and fund accounting standards and principles is required. Degree in accounting is preferred, although appropriate experience may be substituted.
2. Experience – Minimum 5 years experience as Finance Manager. or similar position. Experience in accounts payable, receivable and payroll (including preparation of quarterly and year end returns) using QuickBooks. Experience in fund accounting is desirable. Experience in Indirect Cost Rate Negotiation and preparation of Form 990 (Return of Organization Exempt From Income Tax) is a plus.

* Licenses/ Certifications – None required.
* Skills: Must be proficient in QuickBooks and MS Office.
* Must understand general and implicit instructions and react favorably in all work situations.
* Must be adaptable and flexible in dealing with a variety of people.
* Must be able to accurately calculate cash transactions, input customer data, and be knowledgeable in office procedures and able to answer questions in a professional and friendly manner.
* Must be able to balance and reconcile accounting transactions.
* Must be able to analyze, question, and reclassify transactions as needed.

**EQUIPMENT UTILIZED**

Describe equipment used. This could include multi-line phone system or PC to machinery, tools and work aids that are necessary to complete the essential functions of the position.

Equipment used includes multi-line phone system, PC, multi-function printer / scanner, and fax.

**PHYSICAL REQUIREMENTS:**

* 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* Physical demands include sitting for extended periods, ability to enter data in PC, answer and converse via telephone, and occasionally transport materials (up to 25 lbs) to presentations.

**WORKING CONDITIONS**:

Describe the working and job conditions that an employee is exposed to in this position. Indicate any hazards or extremes that may be encountered (noise, machinery, etc.)

Clients of NWFHA can be facing extremely challenging situations, and therefore may express strong emotions when interacting with employees.

**NOTE**: This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. Northwest Fair Housing Alliance retains the discretion to add to or change the duties of the position at any time.