



Finance Manager Williston

POSITION SUMMARY

The Finance Manager is responsible for all financial systems for Vermont Family Network including federal, state, and foundation grant financial management and reporting; preparing all fiscal reports; overseeing the receipt and disbursement of organizational funds; ensuring compliance with accounting standards and regulations; and assisting with the annual organizational audit.

QUALIFICATIONS

- A minimum of five years of progressively responsible experience in the areas of budgeting, fiscal management and reporting, and day-to-day accounting operations
- Bachelor's degree in accounting preferred
- Solid experience in a grant funded, non-profit environment involving grants management and reporting
- Working knowledge of QuickBooks or other accounting software
- Ability to prepare and analyze fiscal reports and data, identify problems, and develop viable recommendations
- Ability to write and speak clearly and concisely on financial and contractual matters
- Strong proficiency in MS Excel spreadsheet software

PRINCIPAL DUTIES

Financials

- Assist in development of organizational operating budget, including salary projections, based on current and anticipated grant funds
- Maintain financial records through QuickBooks non-profit accounting software
- Allocate salary, fringe, and expenses monthly to grants and other projects
- Prepare monthly financial statements, including budget-to-actual reports for the entire organization as well as individual grant and project budgets
- Report on financial performance regularly to President/CEO, Board Finance committee
- Assist the President/CEO with strategic financial management
- Keep current the VFN Accounting Procedures manual, interpreting as needed for staff
- Assist in development of financial aspects of funding proposals
- Interpret and implement fiscal policy directives from funding sources, including the Office of Management and Budget, and communicate requirements to Board and staff to ensure compliance

- Assist Program Directors in the development of program budgets and provide support as needed
- Balance general ledger
- Prepare general journal entries including payroll allocations, indirect allocations, and deferred revenue
- Reconcile monthly bank statements
- Enter deposit information and bring deposit to the bank weekly or as needed
- Track pledges, pledge payments, and donations and reconciling these to contributions in Bloomerang
- Prepare financial reports for Board meetings

Grants

- Enter grant budgets into QuickBooks
- Allocate wages across grant budgets
- Submit grant financial reports and invoices or draw-downs according to the schedule specific to each grant
- Prepare grant financial reports as needed according to the reporting requirements of grantors
- Monitor year-to-date actuals to ensure proper spending rate and provide timely reports to President/CEO and Program Directors

Payroll

- Manage payroll reports including quarterly tax reports
- Maintain confidential payroll files

Audit

- Ensure VFN follows accepted nonprofit accounting practices
- Coordinate and prepare information for annual audit
- Ensure proper and timely submission of VFN's annual 990
- Maintain audit records and copies of 990 forms

SUPERVISION

Reports to President/CEO

APPOINTMENT

67% FTE, 12 months, non-exempt

SALARY GRADE

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