



JOB DESCRIPTION

Position Title: Finance Manager

Reports to:	Director of Finance & Accounting Services	Dept:	Finance
FLSA Classification:	Non-Exempt FT	Entity:	OneOC Core
Supervises Others:	Yes		

SUMMARY:

Reporting to the Director of Finance & Accounting Services, the Finance Manager is responsible for the accounting operations of the organization and for the OneOC Core programs, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage
- Communicates effectively and courteously with all contacts -- internal and external. Works well with diverse people
- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements, reports time and attendance accurately
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical, and of appropriate tone
- Displays integrity/ethics beyond reproach
- Supports the vision, values, and goals of OneOC

Management:

- Maintains a documented system of accounting policies and procedures
- Provides monthly reports to internal department directors/managers on department revenue and expenses with variance analysis
- Monitors, tracks, and releases restricted funds as directed by Director of Finance & Accounting Services. Ensures compliance with donor restrictions and documentation of the same in the accounting records
- Oversees and cash flow and financial forecasting for OneOC Core programs

Financial Analysis

- Provides financial analysis as needed and ensures their accuracy, reliability, and timeliness
- Assists with the preparation for financial audit & tax form 990
- Leads the preparation of financial information for grants applications and reports as needed
- Translates financial concepts to-and to effectively collaborate with programmatic staff who do not necessarily have finance backgrounds
- Assists department director/managers to develop program and organizational budgets and updates them as necessary

Bookkeeping: Preparing and/or Reviewing Staff entries

- Ensures accounts receivables are collected promptly
- Ensures periodic bank reconciliations are completed

- Ensures required debt payments are made on a timely basis
- Maintains an orderly accounting filing system
- Maintains a system of controls over accounting transactions
- Responsible for monthly reconciliations and matching them up to the trial balance

Financial Reports

- Issues timely and complete financial statements
- Recommends benchmarks against which to measure the performance of company operations
- Calculates and issues financial and operating metrics
- Manages the production of the annual budget and forecasts
- Calculates variances from the budget and reports significant issues to management
- Provides for a system of management cost variance reports

Compliance

- Leads the provision of information to external auditors for OneOC's annual audit and/or tax form 990
- Complies with local, state, and federal government reporting requirements and tax filings

OneOC Business Services

- Cross-trains with the Accounting Specialist and other Finance Manager for department assistance and backup up purposes
- Assists with special projects as needed

ADDITIONAL RESPONSIBILITIES

- Attends Business & Finance Committee meetings and supports Director of Finance & Administration with meeting preparation
- Maintains current knowledge of and complies with organizational and department policies and procedures
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- The Finance Manager should have a bachelor's degree in accounting or business administration, or equivalent business experience and 5+ years of progressively responsible experience.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Use of Sage Intacct and/or other accounting system on a comprehensive level.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone
- Lifts up to ten pounds regularly and twenty-five pounds occasionally
- Exposed to typical office environment conditions and noise levels

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form
- Able to set goals based on available information and to plan work to meet deadlines
- Able to project likely future occurrences based on current or historic data
- Able to formulate appropriate responses to requests for services and information from internal or external customers
- Uses excellent math skills to complete detailed quantitative work; checks for work errors and ensures work is corrected to a highly accurate final version
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress, and appearance always
- Attends meetings and trainings as requested
- Drives personal car on work errands and for other purposes; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically
- Must be able to pass a background check, including DOJ and FBI criminal checks

To apply, please send resume to HR@OneOC.org

OneOC is proud to be an equal opportunity employer.