
Position Summary: *To assist in the daily operating procedures of SAAFE House by performing administrative and financial duties*

Financial Manager

Qualifications

- Two years of college in a business or accounting program that included courses in accounting or 2 years work experience in an accounting role
- Experience with accounting software required, QuickBooks preferred
- Proficient in using Microsoft Office products
- Accounting experience in a nonprofit preferred
- Work with grant allocation preferred
- Work history that includes a business staff role or supervisory experience
- Ability to walk, stand, kneel, push, stoop, reach above the shoulder, bend repeatedly, grasp, pull, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 45 lbs., perceive depth, operate a motor vehicle and operate motor equipment
- Typing skill – 55 to 60 wpm
- Must have reliable transportation and current auto insurance as required by the State of Texas

Essential Duties and Responsibilities

Development

- Assist the Executive Director and board committees develop, implement, and coordinate a strategic financial plan with short-term and long-term goals, objectives, and budget that incorporate the organization's mission and long-range plans
- Assist the Executive Director, develop and manage the annual agency budget
- Provide monthly, quarterly, and annual budgetary and financial status updates to the Leadership Team and board of directors
- Maintain compliance with agency policies and procedures, funding sources, and directives from the Executive Director

Accounting Tasks

- Maintain automated general ledger and all subsidiary ledgers by account, funding source, and program
- Review cash receipts, accounts payable invoices, and check disbursements for accuracy by account, funding source, and program before they are entered in the accounting system
- Allocate payroll and administrative overhead costs to funding sources based on monthly distribution tables in conformance with contract requirements
- Record and reconcile monthly grant revenues based on actual grant billing or monthly activity
- Maintain and reconcile balance sheet accounts on a monthly basis
- Enter and post correct general ledger entries as needed
- Maintain monthly printouts of general ledger and financial reports
- Responsible for complying with agency and funders requirements for reporting
- Prepare bank deposits in a timely manner (frequency set by activity level and the Executive Director)
- Review and prepare necessary deposits and reconciliations of daily receipts
- Prepare and submit reporting of sales tax and other necessary paperwork concerning resale shop

Payroll

- Process semi-monthly payroll
- Examine timesheets for accuracy and work with program supervisors and the Executive Director to resolve any discrepancies in the reported time

- Prepare and process semi-monthly payroll tax deposits, quarterly IRS 941 reports, and quarterly Texas Workforce Commission reports
- Work with program supervisors to maintain employee payroll deduction records and records of employee leave balances
- Prepare and disperse annual W-2 and W-3 reports to agency employees

Cash Management

- Maintain and monitor cash balances in all agency bank accounts and notify Executive Director of balance discrepancies or concerns
- Schedule reimbursement requests to ensure timely and routine payment from funders
- Maintain cash receipts journal

General Fiscal Management

- Maintain integrity and confidentiality of all data files
- Maintain adequate records management system for the agency
- Prepare a schedule for and participates in the annual agency audit
- Prepare schedules for and participates in periodic grant monitoring visits

Program Support

- Adopt and practice the agency model of open, honest, and ethical communication and communicate effectively with clients and other staff members
- Create and maintain a job manual specific to the functions and procedures of the Operations Manager
- Provide backup support to the Executive Director
- Attend agency-sponsored fundraisers when required by the Executive Director
- Attend business and Board of Director meetings when required by the Executive Director or board of Directors

Building and Equipment Maintenance

- Assist in the maintenance of agency equipment
- Assist in maintaining building safety

Personal Skills

- Understand and comply with confidentiality policies
- Ability to handle multiple tasks and prioritize workload
- Organized work area
- Good verbal and written communication skills
- Ability to work independently without supervision
- Ability to be flexible and change duties with short notice as needed
- Ability to work in teams as well as alone
- Ability to work in close proximity to children playing
- Ability to work protracted or irregular hours when required by the Executive Director

Supervisor: Executive Director
Work Schedule: Flexible Monday through Friday, dependent on agency needs
 Regular Schedule Hours 8:30 – 5:00
Location: Huntsville Office
Status: Exempt, Full Time

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

Employee

Date

Supervisor

Date