

# JOB DESCRIPTION

## Hands On Hartford

Title:	Senior Manager of Finance	New <u>X</u>	Revised <u>   </u>
Program:	Administration		
Reports to:	Executive Director	Effective Date:	<u>04/01/2024</u>
Supervises:	Lead Bookkeeper	_____	
	Bookkeeper	Executive Director Authorization	
	Lead Custodian		
	Custodian		
	Administrative Volunteers/Interns as assigned		

**Job Purpose:**

To provide efficient and professional management of the fiscal, corporate and contract compliance, facility, vehicles and business functions of the agency. Maintain the General Ledger accounts and business transaction of the organization, applying Generally Accepted Accounting Principles (GAAP) that includes analytical work and thorough review of financial records.

**Qualifications:**

5+ years' experience in non-profit financial management; thorough knowledge of general accounting practices, contract management, corporate compliance, demonstrated fiscal management skills. Accounting degree, certification, a minimum of one (1) year supervisory experience; proficiency in spreadsheets; knowledge of Abila MIP preferred. Excellent oral and written communication skills; knowledge and proficiency in using computer applications including standard Windows applications which include but are not limited to Microsoft products Word, Excel, Outlook, Outlook Calendar. Valid driver's license, registered and insured vehicle required. Must be able to lift and carry a minimum of 25 pounds.

**Areas of Responsibility:**

**Administration and Management of Fiscal Functions**

1. Oversight and management of all accounting functions in accordance with policies and regulations to ensure accountability, maintenance of agency business records and the consistent application of financial policies, including but not limited to: the handling and posting of disbursements and cash receipts, assets and liabilities, bank accounts and reconciliations, general ledger, balance sheets, trial balances, cash flow projections, variance reports, budget oversight, grant reports, oversight of contracted services, records retention and management of all aspects of the annual audit.
2. Development, implementation and monitoring of fiscal policies and procedures in conjunction with the Board Finance Committee and Executive Director.
3. Accurate and timely preparation and submission of fiscal contract reports, budget modification requests, variance and balance sheet reports, audit reports, and all state and federal compliance reports.
4. Development of all agency and funding source budgets, including periodic cost and financial analyses.

5. Provide leadership for the development and implementation of agency and program planning including alternative revenue streams, new program funding.
6. Provision of support to program managers in budget preparation and monitoring and business aspects of new programmatic/business development.
7. Oversight of agency expenditures, purchases and leases, including solicitation of bids, authorization for expenditure requests, and maintenance of a voucher and allocation system.
8. Function as staff to the Board Finance Committee.
9. Signatory authority for checks as established by Finance Committee of the Board.

### **Agency Administration**

1. Function as the agency representative regarding the fiscal administration of contracts, state and federal reports and agency insurance policies, including participation in review meetings.
2. Assist program managers in securing bids and managing contracts/vendors.
3. Provide support to the Executive Director and leadership team regarding contract development and negotiations, and fiscal planning.
4. In conjunction with the Directors of the agency, provide back-up to the Executive Director when he/she is unavailable; including communication with the Board re: critical issues and emergent media concerns.

### **Oversite and Management of the Finance Department**

1. Work with the Bookkeeper(s) to ensure accurate and timely processing of:
  - a. Accounts Payable
  - b. Cash Receipts
  - c. Account Receivable
  - d. Bank Reconciliations
  - e. Payroll records posting and report generation
  - f. Invoicing (Shared Kitchen, case management services, property management, etc.)
  - g. Filing
  - h. Petty Cash / Gift Card monthly reconciliation.
  - i. Maintenance of the agency private grant logs / book.
2. Monthly fiscal close which includes but is not limited to: Preparation of journal entries, data entry of journal entries, review of GL for accuracy.
3. Year end 1099 processing.
4. Sales tax reporting.

### **Oversite and Management of Facilities**

1. Consult with staff regarding facility security, safety, and maintenance.
2. Observe appearances and conditions of premises and schedule timely repairs with the custodians or outside vendors.
3. Administration and oversight of agency insurance policies and certificates, as well as leases.
4. Coordinate major facility and construction projects and moves as assigned.
5. Management of the security camera system.
6. In conjunction with the Senior Manager of Human Resources prepare the annual worker's compensation audit documents.

7. Backup to the Senior Manager of Human Resources on the agency facility security software
  - i. Door access for staff / fobs
  - ii. Door access schedules
  - iii. Security system

### **Oversite and Management of Fleet of Vehicles**

1. Oversight of agency vehicles
  - a. Train staff on the use and policies of using agency vehicles
  - b. Ensure that all agency vehicles are properly registered
  - c. Ensure that all agency vehicles are properly inspected (DMV and emissions)
  - d. Ensure that all agency vehicles are inspected internally at a minimum monthly
  - e. Ensure that all agency vehicles are equipped with the appropriate safety equipment
  - f. Ensure that all agency vehicle's preventative maintenance is performed timely
  - g. Oversee vehicle logs
  - h. Ensure all maintenance is performed timely
  - i. Ensure that all agency vehicles have proper documentation
  - j. Oversee list of agency approved drivers and notify the Director of Finance and Administration of any changes for commercial insurance purposes.
  - k. Ensure all vehicle gas receipts are submitted timely

### **Supervision:**

1. Hires for positions within the Finance and Custodian Departments.
2. Orientation of Staff within the Finance and Custodian Departments.
3. Training and support for staff within the Finance and Custodian Departments which includes regular supervision meetings with each staff according to agency policy.
4. Annual evaluations of assigned staff in a manner consistent with agency policies and values.

### **General:**

1. Ensure that best practices for efficient and effective management of the department's functions are identified and utilized to enable the position to be maximally effective with "macro" level initiatives, including analysis, planning and evaluation.
2. Orient, train, support and evaluate assigned staff and volunteers in a manner consistent with agency policies and values.
3. Maintain a thorough knowledge of agency policies, procedures.
4. Uphold HOH's commitment to equity, diversity, and inclusion.
5. Provide for the safety of staff and property of the Agency.
6. Attend and participate in agency and site/team meetings, including Senior Management Team and Leadership sessions as required.
7. Perform other tasks consistent with the job purpose and deemed necessary by the supervisor.
8. Maintain client confidentiality.
9. Respond to emails and voicemail and return calls in accordance with agency responsiveness guidelines.

### **Work Schedule and Benefits**

1. Salaried, exempt position requires a minimum 40 hour work week. Flexibility in the work schedule is expected.
2. Off hours agency emergency response.
3. Supporting and attending at least one agency holiday meal each year.
4. Compensation: commensurate with experience.
5. Paid time off and medical/dental/disability/life/401(k) benefits as full time employee.