



*Offering safety, providing stability and
equipping for self-sufficiency*

FINANCE MANAGER

KEY INFORMATION

Reports To: Executive Director

Supervises: Accounting Assistant

Key Relationships: Department Managers, Staff, Finance Committee, Board of Directors, Vendors, Donors, Bankers, Volunteers

Effective Date: June 2019

Hours: Full-time, minimum 40 hours per week, some week nights and/or weekends required

Job Classification: Salaried Exempt

Salary: \$55,000-\$69,000, DOE

SUMMARY

This role is responsible for the timely and accurate financial reporting of all organizational activities. Coordinates, administers and controls the agency's financial operations. Manages the accounting department to meet daily needs and evaluates projected operational functions that will be needed to meet future growth.

RESPONSIBILITIES

- Plans and directs accounting, banking, insurance, securities, and other financial activities.
- Prepares informational analyses on current processes, actual performance versus budget and prior year data.
- Directs accounting operations and preparation of monthly financial statements. Works closely with the Executive Director to project and evaluate annual financial impact and direction.
- Reviews, analyzes and interprets financial reports in monthly reporting to finance committee and board of directors.
- Provides financial oversight and reconciliation of major fundraising events, including analysis and reporting.
- Hires, trains and manages Accounting staff and volunteers.
- Provides tax, insurance, payroll and other reports required by governmental regulators including federal Form 990, "Return of Organization Exempt From Income Tax", state "Nonprofit Corporation Annual Report" and "Charitable Organization Renewal Report" (both with Washington State Secretary of State office), property tax exemption annual renewal, insurance renewal for liability, business and directors & officers coverage, Washington State Employment Security reports, federal Form 1098-C for vehicle donations and other reporting as required.
- Works closely with Executive Director and finance committee in development of financial accounting systems, policies and procedures.
- Represents organization during annual audit including providing CPA with needed reports and answering questions regarding transactions and accounting procedures.

- Prepares annual budget including detail by department using past actual data, projections based on growth and expectations, and works closely with Executive Director to integrate planned activity for future years.
- Prepares and maintains ad-hoc reports for department-based programs and as requested by Executive Director.
- Prepares semi-monthly payroll for all staff including collection and analysis of time, input into payroll software online, and tracking of employee time benefits including vacation, sick, federal holiday, and floating holiday including preparation of monthly statements for employees showing current and anticipated future balances for the remainder of the calendar year and warning of pending loss of benefits due to limits.
- Develops, implements, and communicates new accounting policies and procedures as needed to accommodate growth and changes.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Advanced with QuickBooks accounting software or other accounting software.
- Proficient with Microsoft Word and Microsoft Access.
- Advanced with Microsoft Excel.

EXPERIENCE AND EDUCATION

- Bachelor's degree in Accounting or related field preferred.
- Associates degree or an equivalent combination of highly relevant experience required
- Minimum 6-8 years of accounting management experience
- Non-profit accounting experience preferred
- Accounting software experience required; QuickBooks software preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work well with others in a collaborative and respectful manner.
- Ability to multi-task and deal with complexity on a frequent basis.
- Ability to anticipate barriers and escalate for resolution.
- Ability to meet scheduled deadlines with minimal supervision.
- Organized, detailed, high integrity, flexible, self-initiating, reliable and responsible.
- Excellent oral and written communication skills.
- Ability to maintain a professional demeanor and confidentiality.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org

Only qualified candidates will be contacted.