

**JOB DESCRIPTION**

Job Title: Finance Manager

FLSA Status: Non-Exempt /Full-Time

Date Revised: October 1, 2024

**Summary of Job:** This position is responsible for providing financial, administrative, and clerical services to the Finance Department to ensure effective, efficient, and accurate financial operations. Primary activities include accurate processing of incoming payments, collections, campaign pledge processing, purchase orders, and providing instructions and/or account support to other personnel in accordance with established practices. Other activities to include accurate processing of authorized invoices, recording, updating, and reconciling related financial information, budget monitoring, payroll processing, and providing instructions and/or accounting support to other personnel in accordance with established practices.

**Reporting Relationships:** Employee reports to the Executive Vice President

**Other Key Relationships:**

External: Vendors, Partner Agency Staff, Grantors, Financial Institutions, Auditors, Volunteers, and Donors.

 Internal: Finance Staff, Community Impact Staff, Resource Development Staff, Executive Staff, Staff Accounts.

**Essential Job Functions:** Through employee's own efforts:

* Database Management
	+ Assist in developing quality assurance policies and operating procedures that monitor the maintenance and ensure proper data input for all database record input into ANDAR.
	+ Assist in developing and coordinating database training for staff as needed.
	+ Assist as alternate contact for ANDAR database.
* Coding of all account payments
* Prepare pledge payments for input into system; includes coding, keypunching.
* Prepare daily deposit and process credit card payments.
* Assist staff and donors with questions regarding accounts.
* Assist with preparation of monthly pledge statements.
* Assist with donor designation input, correspondence, and reporting.
* Prepare/Assist in new campaign audit process; includes coding, keypunching.
* Prepare/Assist in account audit/reconciliation; includes coding, keypunching.
* Prepare/Assist Thank You letter files.
* Assume other duties as assigned by the executive Vice President and Finance Staff
* Collections
	+ Work with Campaign Managers to ensure that companies running workforce campaigns are remitting payments to CAUW.
	+ Perform account research and reporting to Finance/Administration
	+ Prepare monthly pledge write-off reports and reports to Resource Development
* Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
* Perform analysis of accounts as required.
* Assist and prepare workpapers as needed for the annual audit and grant filings.
* Manage externally funded grants, contract, and sponsorship awards from federal, state, and local governments, private foundations, collaborating partners, and corporations.
* Maintain and update grant budgets and grant financial records.
* Performs invoicing and billing functions to sub-grantees, partners, and funding agencies by backing up Accounts Payable team as needed.
* Code/Key cash receipts from mail deposit.
* Code/Key ANDAR GL Export and other miscellaneous journal entries.
* Serve as phone back up, directing calls to proper department.
* Serve as back up for door and elevator.
* Serve as back up for outgoing mail.
* Prepare/Assist with credit balance reporting and adjustments.
* Deliver deposits to bank.

**Additional Job Functions:** Although not Essential Job Functions, employee is also responsible for the following from time to time:

* Represent Capital Area United Way’s brand in a positive manner in all aspects of personal dress, behavior, and communications.
* Liaison between departments to keep team informed and on track to meet deadlines.
* Perform other duties and responsibilities as directed.
* Participate in cross-functional activities and events in support of organization’s mission.
* Strive to evaluate and implement continuous improvement to processes, while maintaining quality throughout the organization.

**Competencies:**

To perform the job successfully, the employee should demonstrate the following competencies to perform the essential functions of this position:

* **Strategic Thinking and Planning** – Ability to think long-term, tying together the current operations with a more long-term focus.
* **Innovation and Creativity** – The ability to think outside the routine way of doing business and develop new and creative ways of addressing community needs.
* **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; manage setbacks and failures with professionalism and candor; effectively and appropriately respond in the face of adversity or conflict.
* **Ability to Multi-Task** – The ability to manage multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level many opportunities for supervisor to adjust deadlines.
* **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.

**Required Minimum Education and Experience:**

* Experience in business administration, project management, and fundraising
* Strong written and verbal communication skills needed. MUST be organized.
* High energy and a self-starter. Work well independently ***and*** in a group.
* Ability to multi-task, prioritize goals and objectives and work well under pressure.
* Computer skills, particularly Microsoft Office Suite, are necessary, with emphasis on excel. Access, Intact, Sage and ANDAR fundraising database system a plus.

**General Physical Requirements:**

* **Sedentary Work:** Employee is required to exert up to 30 pounds occasionally and/or a negligible amount of force frequently or constantly to lift carry, push pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required, and all other sedentary criteria are met.
* **Physical Activities:**
* Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
* Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make fine discrimination in sound,
* Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than the whole hand or arm as in handling.
* **Visual Acuity:** Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures: transcribing; viewing a computer terminal; and/or expansive reading.
* **Working Conditions:** Employee is subject to both inside and outside environmental conditions. Employee must drive to and report to various locations to perform work.
* **Work Hours:** Monday – Thursday 8:00am – 5:00pm and Friday 8:00am – Noon. 1 ½ days of remote work is possible after 90 days of employment. You may be called upon to work weekends and evenings.