



## Finance Manager

### Job Summary:

We are seeking a Finance Manager to join our existing team of dynamic staff.

The Finance Manager position is a strategic thought-partner that leads, manages, and delivers hands-on, proactive, and effective business practices. This position reports directly to the Chief Financial Officer/Chief Operating Officer.

The Finance Manager will lead the financial accounting, budgeting and reporting, fixed assets and investment accounts functions.

Specifically, the Finance Manager will be responsible for the following areas:

### Essential Duties and Responsibilities:

- Oversees accounting functions for accurate and timely dissemination of financial management reports.
- Oversees accounts receivable activities to ensure accurate and timely management of accounts receivable aging components including billings and cash receipts application.
- Assists the CFO in managing the insurance policies renewal process.
- Coordinate the month-end and year-end closing process to meet the CFO's requirements.
- Monitors and approves reconciliations of bank statements and other accounts.
- Coordinates and prepares pertinent data for external accounting firm audits.
- Provides review and approval of Controller's monthly journal entries.
- Monitor actual v. budget activities and project variances for the end of the year.
- Prepare and distribute year-to-date expenditures and remaining annual budget reports to all department heads on a monthly basis.
- Assist the CFO with financial analysis and accurate modeling to produce strategic financial planning for on-going and new initiatives.
- Lead the collection of data and preparation of the annual budget.
- Supervise Controller and patient Account Representative.
- Assist the CFO in the development and implementation of new procedures and features to enhance the financial workflow of the organization.
- Perform other related duties as required and assigned.

### Qualifications/Guidelines:

- Proven managerial, problem-solving and financial planning experience in the nonprofit sector; prior experience as a Financial Manager is desirable; significant knowledge of nonprofit accounting, including fund and grant accounting and revenue recognition issues.
- A strong, hands-on background in managing general accounting, budgeting and planning, procedures and controls, and analysis and reporting.
- Ability and interest in mentoring and developing the team to strive for professional excellence; experience having worked with and supervising diverse staff of different backgrounds.



## Children's Health Council

- A high energy level and an ability to solve problems and manage multiple activities and responsibilities; a mature level of judgment and decision-making.
- Bachelor's Degree required; Master's Degree preferred.
- Minimum of 5 years accounting experience in a non-profit setting that provides similar services.

### **Personal Characteristics:**

The successful candidate should have the following characteristics:

- A commitment to Children's Health Council mission and goals.
- A team player who can collaborate easily with the executive team and other colleagues, staff, partners, vendors and other stakeholders; the ability to communicate effectively, assertively and proactively in writing and orally; the ability to engender confidence with others is very important.
- The maturity to focus on effective and practical actions; a person with high integrity who is able to solve problems.
- A sense of humor and perspective.

### **Physical Requirements:**

An employee in this position may be required to occasionally lift up to 50 pound boxes as well as work for extended periods of time at a computer terminal.

### **Benefits:**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and an extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

**To apply, please email your cover letter and resume/CV to [jobs@chconline.org](mailto:jobs@chconline.org) in Microsoft Word or PDF format. Please reference "Finance Manager" in the subject line.**