

ISAIAH HOUSE
JOB DESCRIPTION
FINANCE MANAGER

The Finance Manager shall be responsible for handling all of the financial transactions within the agency. Reports directly to the Executive Director

Duties and Responsibilities:

- Manage the daily financial activities and functions for the agency including accounting, budget, credit and treasury.
- Ensure all financial operations are in compliance with governmental rules and regulations, more specifically associated with grant funding.
- Forecasts and manage cash flow that meets the needs of the agency.
- Provides guidance to managers in financial reporting objectives and standards to ensure accurate compliant and useful financial reporting is produced.
- Oversees the budget process and works with managers to produce and manage effective budgets.
- Act as an advisor to management on regulations and other matters that may impact the financial activities of the agency and engaging with outside consultants as needed.
- Ensure that project/department milestones /goals are met and adhering to approved budgets.
- Be flexible for a wide range of tasks from the routine and predictable to the unique and unexpected
- Demonstrate sensitivity to the issues and concerns of the population served by the agency
- Be willing to venture and extend self to assist others

THESE DUTIES AND RESPONSIBILITIES ARE SUBJECT TO CHANGE AS DEEMED APPROPRIATE AND NECESSARY BY EXECUTIVE DIRECTOR

QUALIFICATIONS

1. Minimum Bachelor's Degree in Accounting.
2. 5 years experience in related area as an individual contributor.
3. Ability to prepare financial forecast presentations for board review.
4. Experience working with not for profit a plus