

Job Title: Finance Manager

Organization: Isaiah House

Location: East Orange, NJ

Job Type: Part-time (25-40 hours per week)

Isaiah House, is seeking a highly experienced Finance Manager to oversee the daily financial activities and functions of the organization. The Finance Manager will be responsible for managing accounting, budgeting, credit, insurance, and treasury activities, ensuring compliance with governmental regulations, especially those associated with grant funding. The Finance Manager will also be responsible for forecasting and managing cash flow, providing guidance to managers in financial reporting objectives and standards, overseeing the budget process, and acting as an advisor to management on regulations and other financial matters.

**Responsibilities:**

1. Manage the daily financial activities and functions of Isaiah House, including accounting, budgeting, credit, insurance, and treasury activities.
2. Ensure compliance with governmental rules and regulations, especially those associated with grant funding.
3. Forecast and manage cash flow to meet the needs of Isaiah House.
4. Provide guidance to managers in financial reporting objectives and standards to ensure accurate, compliant, and useful financial reporting is produced.
5. Oversee the budget process and work with managers to produce and manage effective budgets.
6. Act as an advisor to management on regulations and other matters that may impact the financial activities of Isaiah House, engaging with outside consultants as needed.
7. Ensure project/department milestones/goals are met and adhering to approved budgets.

**Requirements:**

1. Bachelor's degree in Accounting, Finance, or a related field.
2. 5 years of experience in a related area as an individual contributor.
3. Ability to prepare financial forecast presentations for board review.
4. Strong knowledge of governmental regulations, especially those associated with grant funding.
5. Excellent organizational skills and attention to detail.
6. Ability to work independently and as part of a team.
7. Strong analytical and problem-solving skills.

8. Excellent communication and interpersonal skills.
9. Proficiency in Microsoft Office and accounting software.

Salary:

- \$65,000-\$75,000, commensurate with experience.

To Apply:

If you meet the above requirements and are interested in this position, please submit your resume and cover letter for consideration by emailing [hr@isaiahhouse.org](mailto:hr@isaiahhouse.org). We are an equal opportunity employer and welcome all qualified candidates to apply.