

Job Posting Closes February 18th, 2021

Finance Manager

Full Time (M-F)

\$24.00/hour

Position Summary

Under the direction of, and in partnership with the Director of Finance, maintain the financial health of Safe Haven Shelter & Resource Center.

Essential Functions

Bookkeeping:

- Code invoices, post accounts payable, and prepare weekly check runs in a timely manner.
- Perform bi-weekly payroll. Deposit taxes and remit all deductions.
- Post cash receipts and make timely bank deposits.
- Retain all invoices, receipts and time sheets in an organized manner.
- Maintain fixed asset records and track and tag inventory.

Reporting:

- Assist in preparing for annual agency audit with independent auditing firm.
- Prepare all quarterly tax related reports.
- Prepare year end reports and documents to include W2s, 1099s, pension fund year end census, etc.

General Operations Support:

- Assist in the overall management of the organization as a member of Safe Haven's Leadership Team.
- Assist with hiring process, which includes coordinating job posts and interviews, performing reference checks, and completing all new hire paperwork.
- Assist with preparing documents for Board meetings, all staff meetings, and other meetings.
- Maintain organizational records.
- Attend meetings and trainings as required.
- Administer the pension plan.
- Keep records of benefit plan participation such as health and dental insurance, and other information such as records of vacation, sick time, holidays etc. for employees.
- Maintain office supply inventory and office equipment including copier, fax, etc.
- Perform all other work related duties as assigned.

Education, Experience and Skills Required

- ✦ High level of accounting experience in a nonprofit setting (including generally accepted accounting principles and procedures, accrual-basis accounting, and financial reporting).
- ✦ Thorough understanding of all accounting functional areas.
- ✦ Ability to use spreadsheets and accounting software.
- ✦ Advanced understanding of generally accepted accounting principles.
- ✦ Ability to organize and prioritize workload; ability to meet deadlines.
- ✦ Strong written, verbal and interpersonal skills.

Desired Qualifications

- ✦ Degree in Accounting, Finance, Business Administration, or related field.
- ✦ Experience using Abila MIP Fund Accounting program, or similar financial tracking system.
- ✦ Experience working with collective bargaining.
- ✦ Understanding of the dynamics of domestic violence.

Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.