



Heading Home

Job Title: Finance Manager
Reports To: Chief Executive Officer
Hours: Full-time
Salary Range: \$75K-\$85K (depending on level of experience)

Exempt Non-Exempt

Summary:

The Finance Manager for Heading Home is responsible for monitoring, reporting, and ensuring the overall financial health of Heading Home. The Finance Manager will function as an integral part of the senior management team and will work with the Chief Executive Officer to fulfill the Mission, philosophy, and goals of Heading Home.

Essential Duties & Responsibilities:

- Develop the agency's annual operating budget in collaboration with the Executive Directors (EDs) and program managers.
- Prepare, manage, supervise and coordinate the general accounting functions of the agency including A/R, accounts payable, payroll, the general ledger, and balance sheet accounts.
- Review all payroll records in collaboration with the Business Manager to ensure that employees are being compensated at the correct rate, for the appropriate hours, and have the appropriate deductions.
- Work with the Business Manager on analyzing employee benefit options and implementing them through the payroll system.
- Work with the Executive Directors and the Business Manager in analyzing all commercial insurance options and monitoring coverage and claims.
- Responsible for the preparation of the monthly financial statements for SHC-NM and all affiliate corporations and entities.
- Develop and maintain Heading Home accounting policies and procedures.
- Provide supervision and oversight to the finance department staff members.
- Ensure that all financial requirements of grants and contractual obligations are routinely monitored and that Heading Home is in compliance with all pertinent financial provisions.

- Advise the ED in areas with a financial impact, including the management of the agency's cash flow, reserves and the investment of excess cash.
- Prepare financial records for the annual independent audit, as well as for any funder that conducts a financial audit.
- Present complete and accurate financial statements to the Heading Home Finance Committee on a routine and timely basis, and present the approved financial statements and any pertinent information to the Board of Directors.
- Provide routine monthly budget statements to the Executive Director and Program Managers, and meet with managers to facilitate sound budget management decisions.
- In consultation with the Executive Director, assess types and amounts of grant funds, forgivable loans and other financing products necessary to successfully complete affordable housing development projects.
- Assist the Grants Manager by preparing budget proposals for all grant applications.
- Work with senior management on strategic planning in financial areas of the organization.

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.
- Contribute to team effort by accomplishing related results as needed.

Qualifications:

To perform this job successfully, the individual must manage fiscal and budgetary processes, financial software, audits, accounting, corporate finances, develop fiscal standards, develop and track budget expenses, and analyze financial information. Requires payroll system experience.

Preferred Education and/or Experience:

- BA or BS degree in accounting with 3-5 years of relevant experience.
- Five years of experience in a nonprofit setting, with management of staff.
- Demonstrated experience with budgets near ten million dollars, with at least ten or more funding streams.
- ADP WorkForce Now.

Skills

- Leadership/Management experience is preferred.
- Proficient with QuickBooks.
- Able to construct budgetary and accrual cash flow reports.
- Skilled in multitasking and managing competing demands and deadlines.

Other Requirements

- Must be willing to participate in workshops and training sessions.
- Must maintain a high standard of privacy and security.
- May require use of a personal cell phone.
- May include some travel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature _____
Date: _____

Finance Manager

Signature _____
Date: _____

Chief Executive Officer