

**Community Schools Collaboration (CSC)
Financial Manager (30 hrs/wk)**

Purpose Statement

This position, reports to the Executive Director and is accountable for leading the financial and accounting policies, systems and processes, tax and regulatory requirements, payroll systems and processes and Foundation controls, ongoing financial modeling and annual business plan.

Essential Functions

Financial Oversight- 10 hrs/wk

- Ensure the Foundation is in compliance with all internal policies and relevant regulations and ensure filings are completed in a timely manner
- Develop and oversee the Internal Review function to ensure that finance and operations controls are in place
- Work with Board of Directors and Executive Director to analyze current accounting system and financial protocols and make recommendations for improvements
- Oversee annual budget development and projections process by incorporating feedback from Executive Director, Development Director and Program Directors for Board approval
- Consults with Community Schools Directors to develop and manage budgets
- Prepare organization for yearly audit and/or review
- Work with Executive Director, Development Director and Board to develop earned income strategies
- Attend all required staff meetings in which financial process will be discussed

Financial Reporting- 10 hrs/wk

- Prepare monthly reports on Financial Statements and Budget Control and present them to the Board of Directors Finance Committee
- Work closely with Development Director to develop project-based budgets and budget narrative for grant preparation purposes
- Ensure organization is in compliance with financial and reporting components of grant requirements
- Supervise the financial functions of the Office Manager, in collaboration with the Executive Director
- Oversee Office Manager in the process of administer credit cards and reconciliation
- Oversee that Program staff is trained on contractual agreement process and in compliance with federal, state and local law requirements
- Supervise Office Manager to ensure contracts fulfill all financial requirements
- Work with Development Director to create interim and final grant reports

Bookkeeping-10 hrs/wk (This part of the job may be contracted out based on qualifications)

- Oversee payroll process, record payroll into accounting system using diverse program classification system and insure appropriate tax and non-profit reports are prepared and submitted in a timely manner
- Oversee the Cash Management function, including banking relationships and investment recommendations
- Oversee the preparation of invoices for revenue flow and supervise Office Manager in the invoice distribution process and deposits
- Prepare monthly budget reports for Community Schools Directors to monitor spending
- Prepare monthly financial statements including P&Ls, deposit reconciliations and balance sheets
- Ensure proper accounting coding of pledges and restricted net assets
- Perform general bookkeeping functions including check disbursements, deposit and transfer, invoice recording, bank reconciliations and other miscellaneous functions

- Maintain salary schedules, benefits and job classifications

Job Requirements: Minimum Qualifications

- Skills, Knowledge, Abilities, and Responsibility

SKILLS: Proficient ability to use QuickBooks financial management system; knowledge of human resource policies; preparing and maintaining accurate records; operating standard office equipment; strong written and verbal communication skills

KNOWLEDGE: An understanding of and ability to complete complex multi-step written and oral instructions.

ABILITY: Ability to schedule and facilitate numerous activities, meetings and/or events; gather, collate and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances. Ability to problem-solve day-to-day program issues. Ability to communicate with diverse groups; maintaining confidentiality; dealing with changing priorities; working under frequent interruptions; and working as part of a team.

RESPONSIBILITY: Ability to work under limited supervision following standardized practices and/or methods and operating with a defined budget. Utilization of resources from other work units is often required to perform the job functions. There is a continual opportunity to have some impact on the organization's services.

Experience

Nonprofit work experience is required. At least five years of higher functioning financial management work and three years experience creating and using QuickBooks accounting structures is required. Solid knowledge of Excel and other general office software.

Education

BA/BS in Accounting, Business Finance, Nonprofit Management or comparable experience. CPA preferred.

Clearances

Criminal Justice Fingerprint/Background Clearance

Salary

\$45,000-\$48,750 .75 FTE DOQ. Partial vacation/sick benefits for 30hrs/wk scenario. Option to reduce hours to 20hrs/week and contract bookkeeping duties. Staff must work 30hrs/wk to qualify for benefits.

Reports to Executive Director

APPLICATION INSTRUCTIONS:

Please send resume and cover letter explaining qualifications to: Finance Manager Search, c/o of Community Schools Collaboration, 16256 Military Rd S, Suite 102, Seatac, WA 98188. Position closes on January 9, 2009. No Calls. www.cscwa.org