

## **POSITION DESCRIPTION**

**TITLE OF POSITION:** Finance Manager

**DEPARTMENT OR OFFICE:** Finance

**SUPERVISOR'S TITLE:** Director of Administration and Finance

**FLSA STATUS:** Exempt

**DATE CREATED/REVIEWED:** September 2006

**NATURE OF POSITION:** The Finance Manager is responsible for the coordination and management of the accounting department to include: supervising staff and the scheduling of work and administrative procedures; maintaining the computerized financial management system; assisting the auditors in the annual audit; assisting in contract/grant preparation and preparing the contract quarterly financial reports; following up on all past due invoices; preparing monthly listing of all aged accounts receivable; preparing quarterly sales tax reports on sales; maintaining daily cash balance in the petty cash fund; advising all office staff on technical and procedural accounting inquiries, particularly in relationship to association management software; scheduling and/or performing all accounts reconciliation on a monthly basis; preparing and posting month end closing journals; preparing the monthly Virginia sales and use tax reports; and producing timely and accurate general ledger reports for the Finance Director. Assists the finance director in generating the monthly financial reports and analysis, ensures that daily cash management plan is maintained, serves as finance conference liaison with the registration company throughout the conference season, provides and prepares the information needed to be in compliance for all required tax reports.

### **BACKGROUND REQUIREMENTS OF INCUMBENT:**

**Education:** Four-year college degree in accounting or a combination of education and equivalent experience.

**Skills:** Requires extensive knowledge of generally accepted accounting principles and practices as they relate to non-profit organizations. Understanding of computer accounting systems. Technical writing skills and good oral communication skills are required. Knowledge of the following software programs is desired: MS Office Suite, iMIS, Great Plains/Dynamics and Windows.

**Relevant Experience:** Four years of accounting experience, at least two of which must have been in a supervisory position, and exposure to all facets of accounting functions.

**SUPERVISION REQUIRED:** This position requires minimal supervision once work objectives and deadlines are established by the supervisor. Completed work and other aspect of duties due to internal control procedures will require review and approval by the supervisor. This position will require regular communication/meetings with the Director of Administration and Finance.

**SUPERVISORY RESPONSIBILITIES:** Supervises one full-time position; may also supervise temporary employees or interns as assigned.

**AVAILABILITY OF QUALIFIED PERSONNEL:** This position should be filled within three months if vacated.

#### **POSITION RELATIONSHIPS:**

**Membership:** Minimal contact, usually only when inquiries are referred to the position.

**Governing Structure:** Moderate contact with the Treasurer. Minimal to moderate interaction with other Board members and Division Secretaries in the form of inquiries and financial information reporting. Provides financial reports and assistance to sections and committees.

**Government:** Minimal contact as it relates to government contracts.

**Public:** None.

**Other Organizations:** Moderate interaction with vendors over the phone responding to inquiries, some of which may be forwarded to other staff members. Minimal contact with the auditors or governmental auditors. Functions as primary staff liaison to the banking institution(s).

**Association Office Personnel:** Heavy interaction, at times very time and quality sensitive, with all staff members concerning payroll, accounting procedures, financial statement inquiries, general ledger research and adjustments.

#### **POSITION RESPONSIBILITIES:**

**Policy Formulation:** Makes suggestions regarding departmental procedures or guidelines. Makes recommendations aimed at improving the reliability of internal financial data.

**Planning:** Assists the Director of Administration and Finance in audit preparation, budget development, and review of financial policies and procedures. Assists in developing the work plan for the finance department.

**Decision Authority:** Decisions affecting mission are made in conjunction with the Director of Administration and Finance and other executive staff members. Direct authority on the financial department's work priorities, including the timing of payments.

**Budgetary Responsibilities:** Makes recommendations to the Director of Administration and Finance and senior staff on the management of the operating budget. Must keep department and program managers apprised of their budgetary accountability.

**OTHER RELEVANT REMARKS:** The incumbent must have a broad understanding of the association's functions and the relations to the responsibilities of the finance department.