

## **Sr Finance Manager/Controller**

### **Job details**

Salary

\$85,000 - \$95,000 a year

Job Type

Full-time

Qualifications

- Bachelor's
- Accounting: 7 years (Preferred)
- Microsoft Excel: 7 years (Preferred)
- Budgeting: 5 years (Preferred)

### **Full Job Description**

**JOB SUMMARY:** The Sr Finance Manager is a hands on management position they will oversee the day-to-day finance operations and financial strategic development of Crisis Connections. They will analyze and interpret financial data in relationship to actual operations in order to strategically and tactically develop and prepare financial plans, budgets and forecasts. Oversee budgeting and financial projects, dash boarding of critical metrics and work with the Crisis Connections leadership team to ensure reports are accurate and timely.

### **RESPONSIBILITIES:**

#### **FINANCIAL MANAGEMENT**

- Provide recommendations to Snr Leadership team and Executive Director regarding best business practices, financial ratios/analysis and other changes based on financial evaluations and industry standards.
- Oversee the annual budgeting process for directors and department heads through a strategic period of evaluation and future vision casting.
- Review donor type mix ratios in collaboration with other Directors and ensure increased efficiency in operations.
- Lead Crisis Connections' strategic plan initiatives relating to Finance and Compliance.
- Monitor integrity of donor intent and full-costing allocations, in collaboration and coordination with Resource Advancement and Crisis Connections' Operations.
- Fiscal Management
- Oversees Payroll (Paylocity) and supports benefits administration in partnership with HR.
- Manage the preparation and development of Crisis Connection annual operating budgets, forecasts, revised targets, and ongoing reports and analysis. Ensure timely and relevant production of documents, reports and budgets.
- Compile financial analysis and dashboards for Crisis Connection. Design management reports and key performance measures as needed.

- Provide financial analysis and related research of monthly Grant Reports, looking for trends and areas of concern, to enable accurate program and operations management.
- Other duties as assigned

## **COMPLIANCE AND RISK MANAGEMENT**

- Oversee compliance with U.S. Government federal and other international bilateral and multilateral institutional grants, keeping current on regulatory requirements and monitoring compliance.
- Manage and oversee grant and foundation proposal, reporting & compliance functions including review of sub-recipients to ensure compliance with terms of sub-agreements and applicable grantor rules and regulations.
- Develop and manage systems and processes related to grants to ensure compliance and requirements for the government and NGOs.
- Develop new systems and processes as needed, providing support to operations in implementation.
- Investigate allegations of fraud or code of conduct violations in a manner that aligns with the organization's mission and vision and recommend appropriate action.
- Develop, update and recommend to senior leadership policies, processes and procedures and follow up as necessary to ensure implementation.
- Advise senior leadership regarding changes, trends or developments that might influence decision-making or pose additional risk to the organization.
- Review, establish, implement and administer and/or coordinate policies and procedures necessary for the effective Finance and Compliance functions across Crisis Connection
- Provide managerial audits, conduct research and special projects as assigned.
- Primary manager for budget development, monitoring and expense control of WCDO and Finance & Compliance department budgets.
- Assure timely filing of legal documents and licenses.

## **LEADERSHIP**

### **· External Relationships.**

Represents organization to outside agencies, contractors and the general public with professionalism.

### **· Internal Relationships.**

Models and collaborates with leadership and all staff in a positive and cooperative manner with leadership and managers in order to promote the mission of Crisis Connections and ensure its success.

**· Managing Performance to Excellence** Encourage excellence in areas of work performance, ethics and department morale among team members. Manages and coaches financial staff

## **SUPERVISOR RESPONSIBILITY**

Supervise Crisis Connection Finance Staff with authority to hire, develop and maintain appropriate short-term and long-term objectives, strategies, standards, work flow, evaluate performance and recommend termination.

Take initiative to build capacity, to ensure finance staff are equipped to perform their roles and responsibilities with accuracy and professionalism.

## **SKILLS AND WORK/WORK HABITS**

Written and verbal communication is clear, concise, accurate and thorough. Demonstrates genuine relationships by cooperating with others, handling disagreements directly with the person(s) concerned in a truthful and open manner, and accepting constructive feedback. Shows respect to co-workers, volunteers and customers/clients. Promotes a healthy work environment by demonstrating collaborative decision-making and team-building behaviors; provides peer support, and motivates staff and volunteers to outstanding performance. Suggests solutions to identified problems. Sense of humor.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- Bachelor's degree in Business Administration or Accounting from an accredited college or university recognized by the United States Department of Education or equivalent.
- Certified Public Accountant and/or Certified Management Accountant, or equivalent experience.
- Seven years or more of Accounting/Finance or Business Management experience. **Nonprofit experience preferred.**
- Five years or more of experience with demonstrated success in budgeting, planning for future fiscal years
- Three to five years or more of Grant management and governance, including experience with U.S. Government grant compliance.
- Three years or more years of working as a business manager, accounting manager or in a Senior finance leadership role, in a Not-for-Profit setting, with the ability to lead and teach team to meet operational requirements to optimize business office functions.
- Microsoft Office Suite, with a strong focus on Excel.
- Working knowledge of accounting software packages.

## **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. As an adaptive organization, responsibilities can and will change in alignment with greater efficiencies and mission metrics.

## **COMPENSATION:**

Crisis connections offers a competitive salary and generous benefits which include but are not limited to paid time off, health/vision/dental insurance, and 403(b)/TDA retirement plan.

Pay range for this position is \$85,000 - \$95,000.

## **EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION:**

Crisis Connections (CC) is committed to equal opportunity for all employees and applicants. CC does not discriminate with regards to hiring, assignment, promotion or other conditions of staff employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under local, state or federal law.

In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.

Job Type: Full-time

Pay: \$85,000.00 - \$95,000.00 per year

Comprehensive Total Pay Package:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- And More

COVID-19 considerations:

All employees are required to wear a mask at all times. Maintain your social distance when while in the office.

Education:

- Bachelor's

Experience:

- Accounting: 7 years (Preferred)
- Microsoft Excel: 7 years (Preferred)
- Budgeting: 5 years (Preferred)

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- Outcome-oriented -- results-focused with strong performance culture
- People-oriented -- supportive and fairness-focused

Company's website:

- [www.crisisconnections.org](http://www.crisisconnections.org)

Apply through [Indeed](#) or contact [sstryker@crisisconnections.org](mailto:sstryker@crisisconnections.org) for more information.