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## Stand Up Placer, Inc. – Job Description

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<b>Position:</b>	Finance Manager
<b>Reports To:</b>	Executive Director/CEO
<b>Location:</b>	Stand Up Placer Administrative Offices
<b>Job Status:</b>	Exempt, Full-time \$65,000-\$80,000 DOE

### ABOUT STAND UP PLACER

Stand Up Placer is a private, non-profit 501(c) (3) (Tax ID 94-2578871) community-based organization providing comprehensive services to victims of domestic violence, sexual assault, and human trafficking in Placer County. We currently have 60 paid staff members and over 30 volunteers working together to provide around the clock services to victims of abuse and their families.

### POSITION SUMMARY

The Finance Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The Finance Manager will occasionally have contact with senior level Board members and organizational partners, which requires strong interpersonal communication skills both written and verbal.

### ESSENTIAL RESPONSIBILITIES

- Oversees the daily accounting activities required to maintain the Organization's general ledger
- Supervises, directs, and reviews work including but not limited to:
  - Cash reconciliations
  - Accounts payable transactions including weekly check runs and monthly credit card statement reconciliations
  - Payroll
- Directly records/prepares:
  - Accounts receivable transactions for grant billings on monthly/quarterly basis depending on grantor
  - Recording of revenue for restricted funds as monies are spent
  - Preparation of allocation journal entries for payroll and expenses

- Debt activity (if any)
- Fixed Assets activity
- Ongoing balance sheet reconciliation
- Resolves complex accounting issues or assists other SUP personnel in resolving financial issues
- Reviews general ledger on a monthly basis to ensure accuracy of posting
- Produces financial reports involving SUP's accounts for monthly board meetings
- Coordinates monthly, quarterly, and annual closing activities
- Supports budget and forecasting activities in coordination with Executive Director/CEO
- Produces quarterly and annual financial statements and ad hoc financial reports
- Prepare and manages grant budgets and modifications
- Work with Project Manager to complete grant reporting deliverables on progress of program, specifically the financial aspects
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy
- Works with the Executive Director/CEO to ensure a clean and timely year-end audit
- Collaborates with the other department heads to support overall organizational goals and objectives; meet with department heads on regular basis to discuss budgetary items
- Provides training to new and existing staff as needed
- Supports the Executive Director/CEO with special projects and workflow process improvements as required

## **QUALIFICATIONS**

- BA/BS in Business with an emphasis in Accounting, CPA preferred
- Advanced proficiency in QuickBooks Online a must
- Nonprofit experience preferred
- Previous experience with large state and federal grants a must
- Additional proficiency in Windows operating systems and with Microsoft Office 2007, Excel, Google Docs and Internet Explorer/Firefox/Chrome
- Ten key by touch required
- Excellent verbal and written communication skills
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow
- Strong mathematical skills
- Strong interpersonal skills
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Ability to deal with changing priorities and tight deadlines
- Good judgment, with the ability to make timely and sound decisions

## **Supplemental Questions (Required as part of application)**

- Please explain your experience working with federal grants.
- Do you have experience working with a single audit requirement? What was your role preparing for that audit?
- Discuss your experience with allocation of costs to various funding sources.
- Tell us about your experience forecasting and budgeting for a multiple grant agency.
- Have you ever been responsible for the full accounting cycle in a multimillion-dollar agency?

## **ESSENTIAL PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

## **DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

## **COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include Dental, Vision and Health Insurance with Flexible Spending Account, paid vacation, 12 holidays, and sick time. 401k with employer 3% matching contribution.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at [www.standupplacer.org](http://www.standupplacer.org)