



S.A.F.E. Place Job Description for: **FINANCE MANAGER**

Classification:	Administration	Supervisor:	CEO
Hours:	Full-time, 40 hours/week	Location:	Primary shelter, Battle Creek
FLSA Status:	Exempt	Starting Pay:	\$40,000 - \$45,000

1 SUMMARY/OBJECTIVE

This position provides finance management, payroll and benefits administration, and basic human resources management.

2 ESSENTIAL FUNCTIONS

Outline primary duties and responsibilities for this role.

2.1 Finance Management

- Creates and reconciles Income Statement, Balance Sheet, Cash Flow, and other financial documents
- Works with departments to develop the organization’s Annual Budget
- Maintains all official accounting records in conformance with GAAP (generally accepted accounting principles) and governmental requirements
- Analyzes financial information monthly to forecast organization financial health
- Attends monthly Finance Committee meetings, present financials to the Finance Committee, and prepare meeting minutes
- Compiles deposits, based on various funds received, and updates ledgers and databases
- Prepares invoices, check payments, account statements, reports, and other records according to policy while ensuring appropriate cash flow management
- Codes data and inputs to financial systems according to company’s procedures and grant allocations
- Coordinates the annual financial audit and prepares the organization’s Annual Financial Report

2.2 Grants Management

- Works together with key staff to develop and maintain overall grant strategy, provide financial forecasts, and inform fund development activities
- Creates and manages budgets for federal and state grants, new and existing
- Monitors spending and prepares monthly grant reimbursement requests in accordance with federal and state grant funding requirements
- Records all grants within the accounting system, including grants with restricted use of funds, and provides account tracking and reporting
- Provides regular updates with staff on financial status of grants received

2.3 Payroll Administration & Benefits Management

- Prepares and enters payroll data into online system, submits benefits plan funding, and analyzes and reconciles all documentation
- Provides liaison with contract payroll management company to ensure compliance with all applicable state and federal wage and hour laws
- Prepares monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.) for management

- Performs various journal entries, account reconciliations, and general ledger updates
- Facilitates management and employee understanding of payroll procedures

2.4 Human Resources Management

- Oversees vendor contracts and service agreements
- Administers health and benefits plans, including enrollments, workers compensation, terminations, and unemployment insurance
- Conducts new-employee orientations and coordinates with appropriate department for onboarding activities
- Ensures organization compliance with applicable labor and healthcare laws, codes, and regulations
- Updates employees on plan provisions so that individuals can make informed benefits decisions
- Processes monthly billings from insurance providers
- Resolves employee complaints related to health and welfare plans
- Acts as a liaison with various insurance carriers and foster effective relationships with client representatives
- Performs recruitment administrative activities, follows up on “work references,” and maintains related records

2.5 General

- Adheres to agency policies, health and safety guidelines, and agency procedures
- Follows agency code of ethics
- Maintains strict confidentiality of shelter clients
- Represents S.A.F.E. Place in a professional manner within the community
- Attends mandatory staff and board meetings
- Attends and/or works at agency-sponsored community activities, as assigned
- Participates in department training, staff retreats, and continuing education programs, as scheduled
- Completes other duties, as assigned

3 COMPETENCIES

3.1 Diversity

- Effectively interacts with diverse populations from various racial, cultural, and economic backgrounds and a variety of religious beliefs, lifestyles, sexual orientations, ages, and abilities
- Works well across a variety of audiences, including donors, clients, staff, board, volunteers, sponsors, corporations, grantmaking organizations, and other nonprofit organizations

3.2 Communication

- Presents written and spoken communications clearly and professionally
- Employs effective conflict resolution and problem-solving skills
- Engages and influences internal coworkers and external stakeholders in a positive and constructive manner

3.3 Technical Capacity

- Uses technical acumen to develop new solutions and meet business deliverables
- Analyzes systems and trends for continuous improvement
- Is proficient with accounting standards, financial policies, and organization software (including Microsoft Office products, Quick Books, payroll, and grant-specific software)

- Is proficient with human resources codes and regulations
- Manages sensitive and highly detailed information and data confidentially and accurately

3.4 Leadership

- Analyzes systems and trends for continuous improvement
- Provides strategies for financial and human resources management
- Makes decisions through appropriate channels in the best interest of the organization
- Demonstrates balance between listening and action when responding to organization needs
- Is proficient with change management and assists staff through policy and procedure changes

3.5 Prioritization

- Prioritizes critical activities and accomplishes multiple tasks concurrently
- Stays organized while remaining flexible and adaptable to a changing environment
- Works effectively under pressure, in a fast-paced environment

4 SUPERVISORY RESPONSIBILITIES

This position supervises volunteers and/or interns as desired. This position currently has no direct staff reports.

5 WORK ENVIRONMENT

This position operates within a secured, residential, congregate home and office environment. This role typically uses standard office equipment such as computers, phones, copiers, and filing cabinets. This position includes infrequent exposure to cleaning products, household chemicals, refuse, and hygiene products.

6 PHYSICAL DEMANDS

This position also requires extensive computer, telephone, and copier/printer use, involving a significant amount of time sitting at a desk. This position may occasionally require the ability to perform infrequent physical tasks like ascending and descending stairs, lifting and carrying objects up to 30 pounds up and down stairs, kneeling, squatting, reaching overhead, and extending outward. This position uses speech, hearing, and sight abilities to engage with clients, staff, and other individuals from the community.

7 EXPECTED HOURS

This is a full-time, 40 hour per week, position, primarily worked during the workday. Core hours are 10AM – 3PM, with flexibility to come in early or work late as preferred and approved by CEO. This position also requires occasional coverage for agency-sponsored community events, training, and staff meetings.

8 TRAVEL

This position requires minimal travel to training courses or agency-sponsored community events.

9 EDUCATION AND EXPERIENCE

The following education and experiences are required:

- Bachelor's degree in business, finance, human resources, accounting, or related program
- Minimum 3-5 years of work experience in a related field
- Proficiency in database management and record keeping required
- Proficiency with QuickBooks or similar accounting software

The following education and experience are preferred:

- 5-10 years of work experience preferred in Finance Management, Accounting, or related field
- Experience working with victims of domestic violence preferred
- Experience working in a residential facility setting preferred

10 ADDITIONAL ELIGIBILITY REQUIREMENTS

The following additional elements are requirements for this position:

- Complete formal S.A.F.E. Place Crisis Intervention Domestic Violence Training program (24 training hours) within 8 months of hire date
- Submit to Criminal Background Check with satisfactory results
- Submit to random Drug Testing with satisfactory results
- Complete a TB test
- Possess a valid Michigan driver's license and proof of vehicle insurance
- Obtain and maintain an account with a financial institution for direct deposit of paychecks

11 OTHER DUTIES

This job description is intended to describe the general nature and level of work being performed by a person in this position. Please note it is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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