

JOB TITLE: Finance Manager

DATE WRITTEN: November 2023

FUNCTIONAL AREA: Administration

DATE APPROVED: November 2023

REPORTS TO: Chief Operating Officer

PREPARED BY: Chief Operating Officer

GRADE: Full Time – Exempt

SALARY: \$65,000 – \$72,500

JOB SUMMARY

The Finance Manager will complete and maintain accurate financial records, provide support for annual financial audits and tax filing processes, and assist with preparing annual budgets, required reports and presentations. This individual will assist the Chief Operating Officer (COO) in financial forecasting, cash flow management, and financial risk management. This individual will oversee receivables, payables, financial processes, journal entries, reconciliations, payroll & benefits, insurance, inventory and financial reporting. A strong background in non-profit finance and GAAP accounting principles is required. This position plays a key role in providing financial guidance and managing the day-to-day financial activities.

MAJOR JOB FUNCTIONS

- Oversee accounts payables, receivables, payroll, bank reconciliations fixed asset capitalization & depreciation, budget forecasts and monthly cash flow projections and maintain general ledger process.
- Assist in planning, budgeting, and forecasting to ensure appropriate and effective management of company finances.
- Establish and maintain stable cash flow management policies and procedures.
- Prepare monthly financial reports including P&L, restricted funds, monthly cash flow and forecast vs. budget.
- Prepare and post journal entries to record transactions and review and analyze monthly trial balance for accuracy.
- Complete month-end and year-end close tasks and prepare monthly balance sheet reconciliations and remedies, reconciling items as appropriate.
- Gather, interpret and evaluate financial and key metrics impacting financial performance for the purpose of providing fiscal guidance, compliance, decision making, and financial status of the Conservancy.
- Prepare and distribute 1099s.
- Ensure the organization's compliance with local, state and federal financial regulations and standards, particularly those related to restricted funds.
- Support the COO with annual audit and tax filing.
- Perform risk assessment and contribute to the review and improvement of effective and appropriate internal controls and process improvement initiatives as identified through own work or COO/CEO.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- A bachelor's degree in finance, accounting or a related field is required. A master's degree or related advanced degree is preferred.
- CPA or other relevant certification is a plus.

stewardship. education. science.

- Minimum of 5 years financial experience, preferably within a nonprofit organization.
- Understanding of non-profit accounting principles, practices, procedures and fund accounting, including understanding restricted funds.
- Proven experience with financial processes, journal entries, reconciliations, payroll & benefits, insurance, inventory and financial reporting.
- Strong proficiency in Excel and Microsoft Office.
- Must have experience working with Quickbooks; Virtuoso Software experience is a plus.
- Excellent analytical, judgment and creative problem-solving skills.
- Outstanding written, oral, and interpersonal, skills.
- Ability to interact well with a wide variety of people, including partners, staff, and donors.
- Must be able to pass a standard background check.
- A valid driver's license and access to reliable transportation.
- Ability to work off-hours with occasional evenings, weekends, and/or holidays as needed.

Working Conditions and Culture

Work is performed in an office setting as well as classrooms and outdoors. Local travel is required. Dependable transportation is required for work travel to schools, the Preserve and partner meetings. The Conservancy reimburses mileage according to Federal travel rates.

Like all of our staff members, this role is expected to contribute to a culture based upon respect, teamwork and collaboration. Adaptability, creativity, and a passion for the environment and the Conservancy are a must.

Benefits

- 60% Employer paid Medical insurance
- 100% paid Vision, Life, AD&D, STD, LTD
- 403(b) Retirement with 50% match up to 4% of base salary
- 10 days for Sick leave
- 12 days of Vacation leave
- 13 paid Holidays
- Flexible work schedule including 9/80 work schedule after 90 days
- Work from home opportunities
- Professional development opportunities
- Quarterly staff retreats

To Apply:

Mail or email your resume and completed application (found on our website) to

MCDOWELL SONORAN CONSERVANCY

Attn: Human Resources

15300 N. 90th St., Suite 400, Scottsdale, AZ 85260

Ph: 480-998-7971

info@mcdowellsonoran.org

McDowell Sonoran Conservancy is an EEOC, Employment-At-Will employer along with a Drug-Free and Commercial Smoke-Free work environment. All employment is based upon appropriate clearances.