

Eden I&R, Inc.

"linking people and resources"



570 B Street ♦ Hayward, CA 94541 ♦ 510-537-2710 ♦ FAX 510-537-0986

Job Description: Finance Manager

Since 1976, Eden I&R (Information and Referral) has been successfully fulfilling its mission of linking people and resources by consistently and creatively responding to the community's changing needs. Because no other centralized source for health, housing, and human services information exists anywhere else in Alameda County, Eden I&R has become a critical resource for thousands of vulnerable individuals, such as youth, non-English speakers, the economically disadvantaged, people living with HIV/AIDS, domestic violence survivors, the elderly, those living with a disability, the homeless, and human service agencies seeking services or housing for their clients.

Eden I&R envisions a community empowered with information and connected to resources, so that all people obtain health, happiness, hope, and improved livelihoods. The agency's largest program is 211 Alameda County, the 24/7 multilingual phone line that provides resource information to individuals and families from throughout the county.

With an annual budget of over \$2 million and 34 employees, Eden I&R is a medium-size nonprofit organization that has seen financial growth the past few years.

Position: Finance Manager

Position

Description: Lead the Finance Department and handle the major reporting, invoicing, and reconciliation responsibilities of the agency. Ideal candidate is a professional with inherent leadership qualities and attention to detail necessary to ensure accuracy in all areas. Additionally, candidate must have knowledge of nonprofit accounting and prior experience with complex expense allocations among multiple grants and contracts; budget creation and oversight; creating and tracking a high volume of invoices and other accounts receivable transactions throughout the fiscal year; and assist with accounts payable.

The Finance Manager reports to the Executive Director and works in partnership with the agency's Leadership Team and board Finance Committee.

Duties

Include:

Financial Management:

- ✓ Manage fiscal procedures and operations
- ✓ Lead in the development, preparation, and monitoring of agency and program budgets, in collaboration with Executive Director and the Leadership Team
- ✓ Assist in the preparation of special budgets for grant proposals based on format and information requested for each particular contractor or donor
- ✓ Prepare financial statements including profit and loss statement, balance sheet, and statement of cash flow

- ✓ Prepare and present complex financial reports to the Executive Director, Board of Directors, contractors, and funders
- ✓ Coordinate agency audits with an outside CPA

Accounting:

- ✓ Perform all general ledger functions
- ✓ Perform bank reconciliations
- ✓ Prepare bills/invoices for grants and contracts
- ✓ Prepare agency tax, informational, and employer returns
- ✓ Act as back-up for payroll and accounts payable processing

General Business Management:

- ✓ Prepare and file required government/contractual forms and reports
- ✓ Assist other management staff in researching and monitoring agency compliance with applicable regulations (e.g., tax-exempt status, A-133)
- ✓ In collaboration with other management staff, maintenance of inventory control of equipment, office furniture, and other fixed agency assets for the purpose of tracking depreciation

Board Liaison:

- ✓ Prepare financial statements and a finance update for inclusion in board packets
- ✓ Attend and participate in quarterly board meetings
- ✓ Prepare financial statements in advance of and lead monthly Finance Committee meetings; take and distribute meeting minutes
- ✓ Follow up on Board requests for regular or special projects

Staff Manager:

- ✓ Supervise part-time Bookkeeper

Other:

- ✓ As a member of the agency's Leadership Team, assist the Executive Director with the overall planning, and development of the Agency. This may include strategic planning, providing data analysis to assist with informed decision making, conducting research into financial best practices, etc.
- ✓ Other duties as assigned

Requirements:

- ✓ Minimum five years full-time related work experience in progressively responsible positions, preferably with a nonprofit agency
- ✓ Advanced skills in Excel and proficient knowledge of Microsoft Office; in depth knowledge of QuickBooks accounting software.
- ✓ Possess analytical and critical thinking skills
- ✓ Knowledge of GAAP, non-profit accounting standards & OMB circular A-122
- ✓ Knowledge of requirements for 501c (3) organizations and government contractors
- ✓ Excellent organizational and time management skills and attention to detail
- ✓ Good verbal and written communications skills
- ✓ Ability to work effectively with diverse colleagues and stakeholders
- ✓ Excellent problem-solving skills
- ✓ Team player
- ✓ Demonstrated capabilities in the areas defined in the job description

- ✓ Supervisory experience preferred
- ✓ Bachelor's Degree from an accredited college or university in business accounting, public administration or related field preferred

Compensation: Annual salary commensurate with experience; benefits.

Cover Letter

and Resume to: Nhan Young, Operations Director
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