



JOB ANNOUNCEMENT *Finance Manager*

**girls
inc.**

of the Island City

Girls Inc. of Island City (GIIC) is looking for an enthusiastic and dedicated professional who is passionate about girl power. As an integral member of the executive leadership team, you will be providing the critical financial support necessary for the organization to run expertly and effectively. You will work in a fun, stimulating and supportive environment in the historic Dr. Edith Meyers Center. You will also have the unique opportunity to observe and connect with the girls we serve and watch first-hand how our powerful programs transform their lives.

GIIC, based in Alameda, CA, is a local affiliate of the national organization, Girls, Inc. Our mission is to inspire all girls to be **strong, smart, and boldSM**. We achieve our mission through innovative, research-based programs; hands-on, interactive activities; and advocacy. Our after-school and summer programs serve girls ages 6-18, and embolden them to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Interested candidates are encouraged to visit the GIIC website, www.girlsincislandcity.org, and “like” our Facebook page, to learn more about us.

POSITION DESCRIPTION

The Finance Manager is responsible for all financial records and accounting activities and reports to the CEO and Finance Committee. Responsibilities include ensuring accuracy of accounting transactions and establishment of internal controls in accordance with Generally Accepted Accounting Principles (GAAP), preparation of all financial statements and payroll processing. Provides supervision and guidance to one financial assistant.

AREAS OF RESPONSIBILITY:

Organizational Mission

- * Reflect the mission of Girls Inc. in carrying out all aspects of the job: *strong, smart and bold.*
- * Attend meetings of the Board of Directors and Finance Committee, as needed, to report finance related matters.
- * Collaborate with CEO and other staff in strategic planning formulating financial strategies.

Budget

- * Prepare reports and assist with analyses in support of the budget management process.
- * Oversee and lead annual budgeting and planning process in conjunction with the CEO, including recommended compensation models.
- * Administer and review all financial plans and budgets; monitor budget to actual progress and changes; and keep CEO and Finance Committee abreast of financial status.

Financial Management

- * Prepare accounting transactions as required to maintain the general ledger; includes journal entries, transaction processing, invoicing and monthly reconciliations.
- * Ensure proper classification and coding of transactions.
- * Collaborate with Development team reconciling general ledger with development report.
- * Perform Treasury Management functions. Monitor cash balances, cash inflows and outflows. Report trends and fund needs to CEO and Treasurer as needed. Manage transfers as directed.
- * Compile and analyze monthly operating financial statements; quarterly and annual financial statements and other ad hoc reports, as needed for Chief Executive Officer and Treasurer.

- * Recommend business policies and accounting practices to improve the organization's financial health to CEO and Board of Directors.
- * Ensure documentation of all accounting practices and procedures.
- * Manage payroll processing and employee records; work with Chief Executive Officer and HR specialist for benefit processing/enrollment and leave management. Manage organizational benefits, including health and retirement, with external providers. Reconcile HR system entries with general ledger.
- * Coordinate employment/unemployment verification requests.
- * Prepare quarterly and annual payroll reports for tax preparation by accountants.
- * Coordinate and lead the annual audit process. Liaise with external auditors and the Finance & Audit Committees of the Board of Directors. Prepare and provide all necessary records for auditors
- * Conduct and interpret financial analyses for Chief Executive Officer and Treasurer.
- * Effectively communicate and present critical financial matters to the Board of Directors.

Supervision

- * Direct work of a Financial Assistant who primarily supports the financial accounting of the organization's Earned Income Program (EIP). Ensures accuracy and timely processing of all transactions to the general ledger.
- * Provide back up, guidance, training and review to Financial Assistant.

General Office

- * Maintain organized office and records
- * Coordinate annual record moving and updating of necessary fiscal year spreadsheets
- * Other duties or special projects, as assigned.

QUALIFICATIONS:

- *BA or specialized training/experience in non-profit accounting/bookkeeping
- *Well-honed financial analysis skills

*Strong interpersonal, public relations and oral/written communication skills

*Ability to work independently with minimal supervision

*Computer literacy with Windows (MS Office Word), Quick Books Nonprofit Edition;
Strong Excel Skills a must

*Excellent organizational skills with attention to detail

Hours of Work: 100% full-time position, 12 months per year, exempt.
Salary: \$75,000 per year, vacation, sick leave and paid holidays available

This position reports to the Chief Executive Officer.

**If you are interested in applying or would like to know more about this position,
please send email to giicjobs@gmail.com Please type “Finance Manager” as
subject.**