



Job Posting: **Finance Manager – Part time (20 hours/week)**

Job Summary: This position is responsible for the management and performance of day to day finance, human resources (including volunteers), and technology functions. The Finance Manager reports to the Executive Director and serves on the following Board led committees: Finance and Personnel. Ideal job for an experienced professional interested in non-profit work who desires to work part-time.

Send cover letter (pay range \$23 to \$26 per hour) and resume by Friday, January 12, 2018 to paul.rusk@alzwissc.org.

PRIMARY RESPONSIBILITIES

- Establish and ensure compliance with policies and procedures for all financial management functions, including internal controls and generally accepted accounting practices;
- Maintain, analyze, and monitor the general ledger for all funds;
- Ensure departmental and program specific budgets are established and properly monitored at all levels;
- Responsible for the day to day financial operations as follows:
 - Bi-monthly financial statements and account analysis
 - Presentation of financial statements to Finance Committee
 - Oversee & manage annual external audit & tax return preparation by outside firms
 - Perform daily front line accounting functions: accounts payable, accounts receivable and payroll accounting working with outside accounting firm and benefits administration, workers compensation
 - Banking functions
 - Grant and contact budgeting & invoicing, reporting and compliance to governmental and/or private organizations and foundations;
- Responsible for all human resource functions;
- Responsible for recruiting and training office volunteers;
- Responsible for financial record keeping of fund raising events including contributions received through the Convio website (for Alzheimer's Walks);
- Develop efficient supply purchasing practices and competitive bidding protocols for vendors;
- Perform statistical analysis & reporting of ADAW;s program results
- Other duties as assigned.

MINIMUM REQUIREMENTS:

- Bachelor's degree with at least 3 years relevant experience preferably in a non-profit environment.
- Experience with governmental/grant funding preferred
- 3 years experience in supervising professional and clerical staff and volunteers preferred.
- Experience in planning and budget development and management.
- Proficient with Microsoft Office applications and Quickbooks.