



Girls Inc. of Lynn

JOB TITLE: Finance Manager
DEPARTMENT: Administration
REPORTS TO: Executive Director
SUPERVISES: Part-time Finance Associate
STATUS: Full-time exempt

Girls Inc. of Lynn seeks a highly organized, systems-oriented Finance Manager to join our leadership team of committed professionals.

Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. We are an affiliate of the national organization Girls Incorporated, known for its widely acclaimed, research-based informal educational programs. Our mission is to inspire all girls to be Strong, Smart and Bold. Girls Inc. of Lynn inspires girls to be strong, smart and bold and delivers life-changing, research-based programming to more than 1500 girls ages five to eighteen in a safe, pro-girl environment. Our programs give girls the tools and support they need to succeed by learning to set and achieve goals, boldly confront challenges, resist peer pressure, see college as attainable and pursue non-traditional fields such as science, technology, engineering, and math. Our programs show girls how to use their knowledge and strength to promote positive change for themselves and their communities.

Our leadership team has established a strong foundation upon which to build and is positioned for growth. The ideal candidate will be goal-oriented, creative, enjoy a challenge and be capable of hitting the ground running. Girls Inc. of Lynn was awarded the 2015 Outstanding Affiliate of the Year in part for increasing revenues over two years.

RESPONSIBILITIES:

- Manage the daily operations of the finance office and oversee the part-time accountant;
- Develop and administer the annual operating budget (2.5million) process;
- Oversee grants and contracts for programs. Work with program directors to develop grant and contract budgets, monthly tracking and reporting of funds and, ensuring the timely submission of reports to funders;
- Oversee annual audit process including interfacing with auditors, preparing schedules and other documents as requested by auditors. Review of draft statements;
- Manage the month closing and the reconciliation of all bank accounts, investment portfolio, fundraising, expenses allocation, and recording of journal entries;
- Review and generate timely and accurate financial reports including cash flow, monthly P&L statements; daily cash balance, and other reports and analysis as required;
- Oversee the Accounts Receivable / Payable function including monthly government and grant billings and grant funding allocations, and check runs;
- Oversee the biweekly payroll processing via Paychex and all associated paperwork and transactions;
- Manage and administer employee benefits programs;
- Ensure compliance with all regulatory, contract and safety obligations related to the agency including form 1099, form 990 and UFR;
- Provide input and direction in the development of procedures and systems that will improve the overall operation and effectiveness of the agency;
- Prepare reports as requested;
- Attend Finance Committee meetings as needed;
- All other duties as assigned.

QUALIFICATIONS:

- Minimum of five years of financial management experience in a nonprofit environment;
- Bachelors Degree in Accounting or Finance; CPA preferred;
- Proficiency with Sage 50 Accounting software;
- Analytic, organization, and problem-solving skills;
- Strong interpersonal and communication skills including; experience in communicating data to staff and presenting to senior management and board of directors;
- Proven ability to organize multiple projects and balance competing priorities;
- Experience with state and federal grant and contract reporting including Indirect Cost Rate Proposal;
- Knowledge of relevant federal, state and local laws, rules and regulations and GAAP;
- Proficient in Microsoft Word, Excel, internet and online government billing;
- HR experience in payroll and employee benefits.

Girls Incorporated of Lynn is an equal opportunity employer. The position is a full-time, exempt position. Salary range \$70,000-\$75,000. Candidate must complete a successful completion of a CORI check.

Qualified candidates may submit a letter of interest and resume to: Financeoffice@girlsinclynn.org
No phone calls, please.

