



POSITION TITLE: Finance Manager  
DEPARTMENT: Finance Department  
REPORTS TO: Chief Financial Officer

POSITION SUMMARY: The Finance Manager ensures organizations' financial records remain accurate while meeting reporting deadlines. Maintain and establish internal controls and guidelines for preparing transactions that comply with generally accepted accounting principles. Has supervisory experience of an accounting team.

SALARY RANGE: \$70,000 to 80,000, depending on experience.

SCHEDULE: Full-time, 40 hours per week. Schedule varies upon department needs.

### **POSITION REQUIREMENTS**

EDUCATION: Associate of Science in Accounting  
Bachelor's degree in accounting, preferred

EXPERIENCE: Demonstrated 5 years of experience in accounting along with supervisor experience

### **PRINCIPAL DUTIES**

Oversees accounting operations including supervising a team:

- A/P and A/R
- General ledger
- Purchasing
- Billable services
- Collaborates with department heads to maintain department budgets
- Maintaining the accounting systems
- Implementing financial policies and procedures
- Compiling, analyzing and reporting accounting data
- Producing monthly financial statements
- Manages monthly closings

**POSITION KNOWLEDGE:** Proven work experience in a position working with individuals with diverse needs. Excellent human relations and interpersonal skills are required for this position. Position requires the ability to work with a variety of personalities in a professional manner. Employees must be able to communicate effectively with guests, staff, and volunteers of our facility. Knowledge of safety and response procedures. Knowledge and awareness of potentially hazardous or dangerous practices. Familiarity with collecting and recording data. Outstanding organizational and time-management skills. Critical thinking and problem-solving skills.

**PHYSICAL & MENTAL:** Mobility: frequent sitting for long periods; frequent operation of a data entry device; occasional walking, standing, pushing, pulling, bending, squatting and climbing.

Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-50 pounds.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone/radio and in person.

Emotional/Psychological: frequent decision-making, concentration, and public contact, occasional public speaking, occasional exposure to situations involving trauma, grief, or death.

Environmental: frequent work in dining and warehouse environment, occasional work in a standard office environment, occasional exposure to varied weather conditions

St. Mary's Community Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

*St. Mary's Community Services exists to create pathways out of homelessness and poverty by offering essential daily services and supportive programs provided with dignity.*