



# Finance Manager

## Job Description

**Work Schedule:** Full Time– Mon – Thurs 7am-5:30pm

**Compensation:** \$29 to 35 per hour, Health Insurance, 401k

Under the supervision of the Executive Director, the Finance Manager will be responsible for managing organizational accounting and financial activity.

### Skills/Qualifications

1. Must have a valid driver's license and reliable personal vehicle for local travel. Mileage is reimbursed.
2. Bachelor's degree in accounting or a related field.
3. Strong knowledge and command of QuickBooks Online, Microsoft Office Suite, and Google Drive.
4. At least one year or more as a full-charge bookkeeper, experience with general ledger, and the capability to generate financial statements.
5. Well-developed financial analysis and problem solving abilities.
6. Excellent working knowledge of applicable nonprofit accounting, audits, and financial statement principles.
7. Knowledge of budgeting and expense control.
8. Experience with the Federal Single Audit process and requirements a plus.
9. Ability to work independently of and in collaboration with the management team.

### Responsibilities

1. Complete and process all daily, weekly and monthly financial transaction entries.
2. Transition all payments to ACH. Eliminate the use of checks.
3. Complete all month end reconciliations.
4. Generate weekly and monthly financial statements, analyses, cash flow projections, and forecasts.
5. Ensure compliance with all applicable federal, state, and other grant regulations for expenditures.
6. Complete the annual budget and manage the process with input and feedback from the management team.



7. Manage the annual audit (single audit) process and ensure processes and preparation throughout year.
8. Manage process to submit all required tax filings including Form 990 and annual fiscal yearend report to Ohio Attorney General Charitable Registration.
9. Prepare financial statements and other necessary reports for bi-monthly Finance Committee meetings of the Board of Directors.
10. Review, provide, and file all necessary financial documentation for real estate transactions.
11. Assist management team with assessing the financial viability and risks associated with specific housing projects and conduct due diligence, financial analysis, and feasibility studies to evaluate potential risks and returns.
12. Create and assemble all necessary financial documentation for grant and loan applications.
13. Routinely shop rates for YNDC savings, investment, and other credit facilities.
14. Maintain situational awareness of economic conditions and market trends in housing.
15. Assist in optimizing all aspects of the financial performance of YNDC's real estate assets.
16. Conduct annual risk assessment and manage YNDC insurance coverage including shopping for the best rates.
17. Create effective reporting, analysis tools, financial ratios, and benchmarks to inform the management team decision making.
18. Assist in the development and maintenance of Financial/Accounting policies, standards, practices, and procedures.
19. Complete other tasks as assigned.

**TO APPLY**, please send cover letter and resume to [ibeniston@yndc.org](mailto:ibeniston@yndc.org) – Attention: Ian Beniston  
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