







💡 820 Canfield Road, Youngstown, Ohio 44511

Finance Manager

Job Description

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

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.

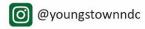
Skills/Qualifications

- 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.

<u>TO APPLY</u>, please send cover letter and resume to <u>ibeniston@yndc.org</u> – Attention: Ian Beniston YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.