



## **FINANCIAL MANAGER**

### **SUMMARY**

The Financial Manager will oversee and complete all financial planning, tracking and reporting for the WV Community Development Hub. This will include broadly all accounting, budgeting, financial reporting, cash flow and investment management activities, and setting financial policies, practices and procedures for the organization. More specifically, this role will serve as an administrative leadership position within the organization, directing the financial administration and setting and achieving financial planning and management goals.

The WV Community Development Hub is a ten-year-old statewide nonprofit organization with an annual budget of about \$1 million per year. The right person for this position must have experience managing a variety of grant, contract and direct giving resources. In particular, they must have expertise in managing and reporting on funds from private and community foundation, state agencies, and federal agencies, and the ability to establish and track practices for financial management and grant funds reporting.

The Hub expects strong leadership skills, good team work, and an ability to self-direct work from all staff. As a statewide organization with two separate offices three hours apart, staff communication happens primarily through frequent phone and video conferences. The Financial Manager must demonstrate a strong work ethic, familiarity with remote work and management, and have the ability to set deadlines and hold staff accountable to those deadlines with consistent follow-through and extreme attention to detail.

### **JOB DUTIES**

#### *ACCOUNTING + BUDGETING*

- Payroll processing and management.
- All accounting activities including coordinating and processing invoices, coding expenses and deposits, entering all activities into Quickbooks, and cutting checks and paying expenses within two weeks or less.
- Setting annual organizational budget and individual grant budgets. Tracking budgeted expenses and providing monthly reports to the Executive Director on grant and annual budgets. Managing expenses so that quarterly budget goals are kept on track.
- Managing the annual auditor bid process, and coordinating/working with the auditor to complete the report and 990 on time.
- Working on a weekly basis with the Executive Director to ensure that the organization maintains the highest standards of practice related to accounting and budgeting, with the goal to increase efficiency and reduce costs.



#### *CASH FLOW + INVESTMENT MANAGEMENT*

- Establish cash-flow demands and expectations for the organization, and ensure that cash-flow needs are met on a monthly basis.
- Monitor and report on bank account activity to the Executive Director and Board of Directors, including reconciliations and detailed reporting on expense and deposit activity.
- Manage bank account activity, including regular (no less than quarterly) transfers between accounts in order to comply with budget requirements and cash-flow needs.
- Manage bank relationships and work with the Executive Director to consolidate organizational banking services to achieve the lowest costs and highest returns.
- Manage short-term and long-term investments, ensuring that cash and investment management activities comply with all federal and state requirements for nonprofit funds, and comply with individual grant restrictions on fund management.
- Manage grant-directed investments and prepare accounts for effective long-term management.

#### *GRANT FUNDS MANAGEMENT + FINANCIAL REPORTING*

- Tracking and managing all grant funds, including private, state and federal funds. This includes developing financial statements, completing required reporting forms, and keeping detailed track of all direct and match grant expenses.
- Clearly communicating on at least a monthly basis with the Executive Director and staff about federal grant spending (including federal funds, in-kind and cash match expenses) to prepare sufficiently for quarterly reporting.
- Update and manage direct deposits for federal funds.
- Complete quarterly draw down on federal funds and, where directed, gather grant narrative reports from staff and submit financial and narrative reports to expected funder on a timely basis.
- Work with grant management staff to keep calendar on track for fund management and reporting, and to develop more streamlined and coordinated services across the organization for consistent management of more than 15 grant sources.

#### *FINANCIAL PRACTICES + POLICIES*

- Coordinate and lead the Board of Directors Finance Committee, convening and leading quarterly calls and reporting to the full board on Committee activities during quarterly board meetings.
- Update financial policies and practices to achieve highest standards of practice for organization.



- Identify and proactively pursue with the Executive Director opportunities to streamline costs, increase efficiencies and moving towards strategic financial growth goals for the organization.

## **EDUCATION & EXPERIENCE**

- Bachelor's degree required. Educational background in financial and accounting practices preferred but not required.
- At least five years accounting experience.
- Experience working with and managing a variety of grant funds, including an ability to demonstrate experience working with grants ranging in size from \$10,000 to \$500,000+.
- Experience working with federal grant of over \$1 million preferred.
- Technical expertise in invoice processing, payroll management and Quickbooks software required.
- Familiarity with interest-generating investment vehicles beneficial.
- Must be energetic, positive, imaginative, well-organized, and capable of functioning effectively in an independent environment and on a small team.
- Excellent computer skills using all the applications and relevant software required for this position. Experience with the federal Payment Management System and with Blackbaud philanthropic reporting preferred.
- Expect a candidate who is extremely detail oriented, motivate and accountable to deadlines, and who is proactive in identifying and completing necessary activities to keep work on track.
- Strong written and verbal communication skills.
- Ability to manage multiple projects simultaneously.
- A combination of education and experience will be considered for this position.

## **SALARY/BENEFITS**

- The salary for this position will be negotiated with the applicant and will be based on qualifications and experience. Expected starting salary will be between \$45,000 - \$55,000.
- This position is full-time, and is based in Charleston WV.
- No travel is expected, but if required, all travel expenses are reimbursable.
- The Hub is an equal opportunity employer and strongly encourages applications from women and applicants of color.

## **HOW TO APPLY**

Please send a cover letter and resume to [s.tyree@wvhub.org](mailto:s.tyree@wvhub.org) by May 30 2019. Your cover letter should clearly state your relevant experience, your interest in this position and why you feel you are the best candidate for this position. Applications should include "Financial Manager Position" in the subject field.