

## Finance Manager

### **Position Overview**

STEP is seeking an experienced Finance Manager to oversee the organization's financial operations, ensure compliance with nonprofit accounting standards, and maintain strong internal controls. The Finance Manager will play a critical role in safeguarding the organization's assets, supporting strategic objectives, and ensuring the timely and accurate preparation of financial reports. This position reports to CFO.

### **Qualifications:**

- Bachelor's degree in Accounting or Finance.
- Minimum 5 years of progressive accounting/finance experience; at least 2 years in a nonprofit environment preferred.
- Strong knowledge of GAAP and nonprofit accounting standards (FASB).
- Proven experience in grant accounting, compliance, and fund reporting.
- Proficiency in accounting software and Microsoft Excel; Payroll experience preferred.
- Strong analytical, problem-solving, and organizational skills with excellent attention to detail.
- Ability to manage multiple priorities and meet strict deadlines.
- Valid Michigan driver's license with insurance approval by STEP's carrier.

### **Key Responsibilities:**

#### **Leadership:**

- Act as the administrative designee for resolution of fiscal matters in the CFO's absence.

#### **Financial Management & Reporting:**

- Prepare accurate monthly financial statements before the 10th of each month.
- Assist in preparation of the annual budget and keep the CFO/CEO informed of current and potential variances.
- Monitor cash flow and overall financial position to ensure organizational sustainability.
- Prepare and submit required reports for Community Mental Health, Managed Care Providers, the IRS, and other governmental agencies.
- Oversee daily accounting operations, including accounts payable/receivable, payroll, bank reconciliations, and general ledger.
- Maintain Payroll database, provide security maintenance, and assist staff with system access.
- Coordinate with external accountants to ensure timely and compliant submission of IRS Form 990, Michigan state filings, charitable registrations, and annual reports.
- Assist independent auditors appointed by the Board of Directors.

- Attend Finance Committee meetings when require

**Internal Controls & Compliance:**

- Implement, audit, and supervise procedures for safeguarding agency assets.
- Implement, audit, and supervise procedures for purchasing, billing, cash receipts, cash disbursements, and payroll.
- Maintain strong internal controls and policies for all financial operations.
- Oversee grant accounting, reporting, and compliance with funder restrictions.
- Ensure adherence to all Services to Enhance Potential policies and procedures.

**Other Duties:**

- Understand and support all organizational functions and strategic objectives.
- Prepare and submit all required records, documents, and reports on a timely basis.
- Provide personal care assistance to persons receiving services, as needed.
- Maintain a personal vehicle for use in performing job duties.

**Performance Expectations:**

- Employee Management (25%) – Ability to create a positive management environment, motivate employees, and maintain fairness and consistency.
- Job Knowledge (25%) – Understanding of organizational functions and strategic objectives.
- Information Technology Performance (15%) – Demonstrated proficiency in technology systems.
- Decision-Making/Judgment (10%) – Ability to make timely, well-informed decisions.
- Problem Solving (10%) – Capacity to identify issues and provide effective solutions.
- Quality (15%) – Delivering work assignments free from mistakes or errors.

**Reports To:** Chief Financial Officer (CFO)

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.