



## Finance Manager

**REPORTS TO:** Chief Financial Officer

**STATUS:** Full-Time

**CLASSIFICATION:** Exempt

**LOCATION:** Columbia

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### I. Position Summary

Manage the financial activities for Children's Trust of South Carolina including accounts receivable, accounts payable, procurement, and accounting records maintenance and updates. The finance manager is responsible for developing and implementing procedures to ensure the successful management of all financial activities.

The finance manager will ensure that financial operations follow all relevant internal and external accounting practices, S/he is a reliable professional that makes informed decisions and communicates effectively.

### II. Duties and Responsibilities

Manages accounts receivable and accounts payable. Provide guidance to finance staff on general ledger maintenance issues.

Manages the 1099 process for vendors.

Manages foundation and private contracts and grants.

Prepare and post journal entries including prepaid, depreciation and other liability accounts, revenue, and expense entries by compiling and analyzing account information. Coordinate with finance staff to ensure proper allocation of expenses.

Prepare and analyze financial statements; prepare balance sheet, income statement, and cash flow statement, and report on variances.

Manage the month end closing procedures to include reconciling and balancing general ledger accounts.

Assist the chief financial officer in audit preparation, annual budget preparation and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.

Prepare and review grant budgets and budget reports with appropriate staff. Serves as a primary contact for funders and manages financial reviews from funders.

Manage cash flow and forecasting; develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs; optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions; investigate cost-effective benefit plans and other fringe benefits which the organization may offer staff.

Recommend and write procedures and policies to ensure continuous quality improvement of all financial processes.

Provide support to finance staff, including backup for payroll processing, and federal and state grants management.

Train staff on financial policies and procedures.

Provide training and technical assistance to partners.

Participate in the hiring and selection process of finance team members when asked by the chief finance officer; manage, develop, and coach supervised team professionals empowering them to elevate their levels of responsibility, span of control and performance; conduct performance development/evaluation processes with supervised staff; adhere to the documentation and policy standards of the organization for management tasks.

Protect organization's value by keeping information confidential.

Maintain efficient electronic and paper filing systems for financial records.

Ensure proper research and cost comparisons for vendors to maintain cost effectiveness and quality, including technology and computer support.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

### **III. Qualifications**

Certified Public Accountant preferred.

Have a bachelor's degree in accounting or business administration, or equivalent business experience, as well as knowledge of generally accepted accounting principles; have knowledge of accounting practices and grants management procedures.

Work independently and set priorities; act effectively and efficiently under pressure; solve problems and exhibit strong organizational skills.

Excel at details, manage and organize multiple projects, work independently, and set priorities.

Embody excellent communication and interpersonal skills, having the ability to interact with internal and external contacts using diplomacy, tact and discretion.

Follow through with all projects and assignments, follow timelines and meet scheduled deadlines.

Work well in team environment across multiple agencies and funding partners, be assertive and persuasive as necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Have strong computer literacy; proficient in all Microsoft Office Suite and Financial Edge and Raisers Edge; use Trello for managing projects with team.

Children' Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.