

**Position Title:** Finance Manager (part-time)  
**Reports to:** Founder & CEO  
**FLSA Status:** Exempt  
**Salary Range:** \$50,000 - \$70,000

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### **POSITION SUMMARY:**

The Finance Manager is responsible for managing the company general ledger, producing financial reports for all internal and external financial statement users, and supervising the day-to-day operations of the financial reporting and accounting functions for the organization. Additionally, the Finance Manager is responsible for and/or may perform all aspects of financial management for the company (includes payroll, compensation, benefits, safety/workers' compensation, recruitment, training, testing, performance management, and all employee records). S/he will manage budget oversight and actual expenses for the operating fund and grant programs.

### **ESSENTIAL FUNCTIONS:**

- Plans, manages, and schedules finance and accounting responsibilities for the company.
- Prepares and processes payroll including the maintenance of all employee master records for employment. Prepares all payroll deposits and files tax reports. Prepares and reports annual W-2 information to employees as well as federal and state agencies.
- Supervises grants administration, accounting, and budgeting.
- Oversees accounts payable and accounts receivables, oversees coding, general ledger account numbers, and verifying approval of all invoices. Responds to any inquiries regarding accounts payable and accounts receivable.
- Manages accounting staff on accounts, ledgers and reporting systems ensuring compliance with GAAP standards, regulatory requirements, and rules for non-profits.
- Invests company funds in approved financial instruments and manage its portfolio in accordance with approved guidelines.
- Participates in the development of annual and long-range business plans, presents plans and budgets for approval, and manages revisions as required.
- Oversees operating expenses within approval budget guidelines and conducts analyses of actual costs/expenses relative to the budget.
- Performs annual audit; prepares all work papers and supporting documents for the audit.
- Processes employee, payroll, and attendance status changes.
- Reviews and audits changes to employee salaries and/or employment status.
- Prepares Salary Projections for new budget year.
- Compiles information and completes salary and benefit surveys, as necessary.
- Performs Bank Reconciliations monthly and makes corrections as needed.
- Implements and maintains electronic financial accounting and reporting system.
- Manages cash investments, cash management processes and revenue tracking, including sales tax receipts, reporting and audits.
- Reviews and monitors expenditures, conducts ongoing fund reconciliation, monitors requests for funds distribution and maintains fund reporting.
- Oversees and manages electronic financial accounting and reporting systems.

- May represent the company in various capacities on panels, committees, task forces, and other relevant forums.
- Any other duties, as assigned.

## **REQUIRED SKILLS:**

### **Basic Skills**

- Knowledge of the principles, practices, and operating requirements non-profits, including accounting, payroll, financial management, and employment law. Including strong skills regarding regulatory compliance and reporting; budgeting, finance, and project management.
- Knowledge of management standards, principles, and practices for the supervision of employees and the ability to apply those principles and practices for assessment, development, and direction of subordinate.
- Ability to effectively interact with the public and manage stressful situations; and the ability to de-escalate situations when necessary.
- Ability to develop, prepare and present comprehensive reports.
- Solid knowledge of problem-solving approaches and techniques and the skills to apply and utilize various strategies.
- Ability to establish and maintain effective working relationships with employees, supervisors, outside organizations, and the general public.
- Knowledge of current technological capabilities and applications.
- Strong interpersonal, verbal, and written communication skills; the ability to effectively communicate and interact with individuals of varying social, cultural, economic, professional, and educational backgrounds; the ability to act with tact, good judgment, and discretion; and the ability to maintain the confidentiality of files, personnel actions, and other matters, as appropriate.
- Ability to establish and maintain effective working relationships with employees, supervisors, outside organizations and the general public.

### **Social Skills**

- Excellent written and verbal communication skills.
- Adjusting actions in relation to others' actions.
- Being aware of others' reactions and understanding why they react as they do.
- Bringing others together and trying to reconcile differences.
- Persuading others to change their minds or behavior.
- Teaching others how to do something.

### **Computer Skills**

- Proficiency in Adobe Suite, MS Office, and any other required programs.

### **Resource Management Skills**

- Considering the relative costs and benefits of potential actions to choose the most appropriate option.
- Determining how a process should work and how changes in conditions, operations, and the environment will affect outcomes.

- Managing one's own time and the time of others.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

**Physical Demands**

The employee is required to frequently stand, walk, sit, use hands and fingers, reach and lift with arms, climb, stoop, kneel, crouch, or crawl. The employee is required to frequently lift up to 30 pounds without assistance. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and the ability to adjust focus.

**Work Environment**

The employee typically works indoors in a standard office environment but may also be required to travel for meetings with clients or for off-site events. This position is a virtual / work-from-home position with travel to the Commerce City office two times per month.

**EXPERIENCE & QUALIFICATIONS:**

- **Years of Experience:** Requires a minimum of five (5) years of progressively responsible experience in accounting, payroll, and human resource information systems. Prior experience with and accounting is preferred. Non-profit experience is preferred.
- **Education:** Bachelor's degree in Business Administration or Accounting, with emphasis in finance, and/or human resources or related field, is preferred.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Adelante Community Development is an equal opportunity employer.

By signing below, I acknowledge that I can complete the essential functions of my job with or without reasonable accommodation. I understand that if I need a reasonable accommodation for a protected disability, I will notify the Board of Directors. I understand that the decision for granting reasonable accommodation will be on a case-by-case basis.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

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EMPLOYEE NAME