



Finance Manager

- Purpose:** To serve and support CommunityWorx's mission by successfully managing its finances as well as relationships with stakeholders, investors, vendors and customers with the end result of strengthening CommunityWorx's accounting, reporting and overall financial position.
- Classification:** Fulltime employee and a member of the organization's executive team, reporting to and serving at the direction of the President/CEO.
- Qualifications:** The employee must have strong organizational skills, strong accounting and financial management skills (including form 990 prep), attention to detail, integrity, ability to understand and communicate complex ideas, and a commitment to the success of CommunityWorx, its stakeholders and the community. In lieu of accounting degree, this position requires at least five (5) years accounting and financial management experience. Nonprofit accounting and management skills preferred, but not required.
- Work Week:** CommunityWorx official work week for office personnel is Monday-Friday, 9:00-5:30. This fulltime position is 40 hours a week. On occasion there may be additional work required of the Finance Manager that exceeds the 40-hour work week. Major holidays are observed.
- Job Duties:** With the objective of serving and supporting CommunityWorx, its stakeholders, donors, customers, investors, vendors, volunteers, and staff; as well as safeguarding and strengthening the organization's financial condition, specific duties include, but not limited to:
1. Take bank deposits to the bank and maintain petty cash used for change orders, etc.
 2. Log all financial activity into Quickbooks – sales, bills, bank transactions, fixed assets acquisition, etc.
 3. Produce monthly and year-end financial reports for board of directors meeting (financial dashboard, budget vs actual comparison, and variance report).
 4. Partner with CommunityWorx executive staff to prepare annual budget.
 5. Conduct month end closing procedures to accurately present financials.
 6. Process bi-weekly payroll and related payroll tasks.
 7. Administer all insurance offerings (ex: health, workman's comp).
 8. Reconcile bank and credit card statements.
 9. Issue employee expense reimbursements, as needed.
 10. Attend and staff monthly Finance Committee meetings, as well as the board of directors monthly meetings.
 11. Prepare allocation worksheets for CPA firm in preparation of annual tax returns (form 990), making appropriate journal entries.
- Compensation:** Includes annual salary of 45K, health insurance, life insurance, LTD insurance, paid time off, employee shopping discount.