



## **Finance Manager Job Description**

### **JOB DESCRIPTION:**

The Darlington County First Steps Finance Manager, under the direct supervision of the Executive Director, is responsible for the effective operation of the financial functions of the organization including but not necessarily limited to the following:

### **FINANCIAL:**

1. Ability to utilize Blackbaud financial management system.
2. Prepare program budgets which become a part of the organization's annual budget.
3. Prepare annual budget and make revisions in a timely manner as needed.
4. Allocate costs to program budgets, matching funding sources with staff positions and assign program expenses to funding sources.
5. Monitor and track individual program budgets.
6. Maintain fiscal records and prepare monthly reports for individual programs to include expenses and remaining balances.
7. Record daily receipts, prepare deposits, maintain checking and credit card accounts and reconciliations.
8. Prepare payroll documents for all staff members in a timely manner.
9. Manage grant and other funding sources to ensure continued funding to include financial reports and payment requests.
10. Maintain communication and contracts from outside funding sources.
11. Organize for annual outside audit including preparation of financial records and internal reports.
12. Assist staff members with financial information and reports as needed.
13. Responsible for completing contracts, ensuring contractual persons are paid in timely manner and maintain all contracts on file.
14. Oversee product sourcing and purchasing for office supplies, printed materials, and equipment.
15. Research funding sources for the organization.

### **QUALIFICATIONS:**

1. Associate Degree in Accounting.
2. Five years of accounting experience preferably related to work with non-profits.



3. Knowledge of grant funding sources including federal, state and/or foundations.
4. Excellent written and communication skills.

#### KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES:

1. Knowledge of personal computer-based applications including word processing, Excel spread sheets, Tableau, and databases.
2. Knowledge of general accounting and fiscal management principles.
3. Team player, self-motivated, high-energy and ability to handle multiple priorities and funding sources/budgets.
4. Adheres to required confidentiality practices.
5. Uses time and resources effectively and efficiently.
6. Ability to think strategically about enhancing services to challenged families and their children

#### POSITION INFORMATION:

Twelve (12) Month Position

Reports To: Darnell Byrd McPherson, Executive Director, Darlington County First Steps

Interested applicant should submit a cover letter, professional resume and salary requirements to [dmcpherson@darlingtoncountyfirststeps.org](mailto:dmcpherson@darlingtoncountyfirststeps.org). All applicants selected will be required to submit three professional references and agree to a criminal background check.

*Darlington County First Steps is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*