



RELIEF NURSERY BUDGET & FINANCE MANAGER - JOB DESCRIPTION

Position: Budget & Finance Manager
FTE: 1.0
Reports to: Executive Director
Evaluated by: Executive Director

Responsibilities:

The Budget & Finance Manager oversees the financial activity of the Relief Nursery. The financial activity includes preparing current financial reports, providing current and historical financial information to assist with financial decisions made by the Board of Directors and other Relief Nursery staff, conducting and reporting conclusions of financial analyses, preparing reports on financial issues that may affect the fiscal operations of the Nursery, assisting with strategic planning, and assisting with overall organization and program budgeting. Additionally, the Budget & Finance Manager establishes systems for financial controls and is responsible for ensuring the fiscal integrity of the Nursery's financial information through compliance with generally accepted accounting and budgeting principles and monitoring federal funds in order to determine when Single Audit requirements will be necessary to implement.

The Budget & Finance Manager works closely and in partnership with other key management staff of the Relief Nursery.

Requirements:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Bachelor's Degree in Finance or Accounting
CPA preferred
Minimum of three years' experience

Essential Job Functions:

1. Financial Reports
 - a) Preparation of financial reports for granting agencies. Reports include monthly and quarterly financial reporting for current grants and as needed for grant applications.
 - b) Preparation of budget and actual comparison reports for program directors, program supervisors, and Treasurer of the Board of Directors.
 - c) Preparation of other relevant financial reports as directed by the Treasurer, other Board members, Committee members, or staff.



- d) Establish appropriate accounts and programs to accurately report the Nursery's financial operations.
- e) Preparation of financial reports and schedules for auditors.
- f) Reconcile event activity with financial information provided by the Development Department.
- g) Supervise Accounting Assistant whose tasks include bill payment, invoicing, expense reimbursement, deposits and account reconciliation.

2. Budgeting

- a) Assist program directors and program supervisors with preparation of their annual program budgets – including expense allocation.
- b) Monitor the adopted budget in order to provide program directors and program supervisors with ongoing budget assistance.
- c) Investigate and report significant variances with budget comparisons to actual.
- d) Development and preparation of budgets for grant applications.

3. Cash Flow/ Cash Management

A) *Accounts Receivable and Cash Receipts*

- a) Invoice grant contracts and other contracts as required.
- b) Record and post revenues to the appropriate revenue code and allocate to the appropriate program.
- c) Reconcile and track accounts receivable and follow up on outstanding receivables.
- d) Track funding sources by type - federal, state, foundation/trust, endowment or private.

B) *Accounts Payable*

- a) Verify the accuracy of invoices and statements and issue checks in payment of payables.
- b) Monitor credit card usage and charges for appropriateness.
- c) Ensure that disbursements are posted to the appropriate expense code and allocated among programs, grants or contracts.
- d) Reconcile accounts payable.

C) *Payroll*

- a) Prepare monthly, quarterly, and annual payroll reports.
- b) Allocate payroll costs to appropriate programs.
- c) Apply payroll costs to individual grant and other funding sources.
- d) Prepare annual 403b plan match calculation.

D) *Investments*

- a) Maintain accurate records of investment activities.
- b) Allocate investment earnings, including realized gains and losses among the General "Fund", Building "Fund", and Endowment "Funds".
- c) Record and post investment activity, including unrealized gains and losses.



- d) Maintain and coordinate communication between investment manager and Finance Committee.

E) *Cash*

- a) Reconcile each checking account.
- b) Recommend and transfer funds among checking, savings, and investment accounts.

4. Tax Status

- a) File appropriate Federal, State and County reports to maintain the Nursery's tax exempt status.
- b) Monitor Organization activity in order to ensure the IRS tax exempt status is maintained.

5. Financial Development

- a) Attend Finance Committee meetings. Meet with the Treasurer of the Board of Directors as needed.
- b) Implement and monitor audit recommendations as appropriate.
- c) Responsible for all financial procedures and records. This responsibility includes subsidiary ledgers, journal entries for adjustments to the general ledger.
- d) Creates, applies, and monitors fiscal controls and procedures.



Annual Benefits for Employees

Relief Nursery employees enjoy the benefit of working for an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- + Competitive Wage
- + Medical Coverage (very low employee cost)
- + Dental Coverage (very low employee cost)
- + 403(b) retirement plan with employer match
- + Mileage reimbursement
- + Flexible Spending Account available
- + Paid Jury Duty time
- + 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- + 5 weeks of paid vacation leave per year for a total of 200 hours
- + 2 paid personal days per year (add 1 additional day per each 5 years worked)
- + Paid Holidays:
 - Martin Luther King Day
 - President's Day
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day and the day after

Interested applicants, please email resume and cover letter to:
Lindsey Steele, Director of Administration & Human Resources
lindsst@reliefnursery.org

Pre-employment DMV check, drug screen and criminal background check required.
Closing date: will remain open until filled.

Candidates that meet our initial screening will be contacted by phone. Salary range and benefits will be made available at that time.

Relief Nursery is an Equal Opportunity Employer.