



FINANCE MANAGER

Pittsfield

Elizabeth Freeman Center (EFC) seeks an experienced, full-time Finance Manager to lead the finance team at EFC, oversee accounting and fiscal management, develop budgets and prepare reports, and ensure excellent financial tracking systems and transparency for the organization. 3+ years experience in finance or administration management and fluency in Quickbooks required. Experience with nonprofits strongly preferred. Competitive pay and benefits. More information available at elizabethfreemancenter.org/jobs. Email cover letter and resume to jobs@elizabethfreemancenter.org. AA/EOE

Responsibilities include:

- Work effectively under the direction of EFC's Finance Director
- Serve as a business partner to the Executive Director in organization's financial, budgeting and administrative processes
- Prepare organizational and programmatic budgets, budget narratives, and reports for public/government grants and private foundation contracts
- Ensure the correct expenditures and staff allocations for grant and contract funding
- Working with EFC's finance team, manage:
 - payroll, benefits, and cash flow administration
 - accounts receivable – preparing monthly invoices, tracking revenue and donations, correct income classification, follow-up on non-payments of invoices
 - accounts payable – entering vendor invoices, tracking expenses, processing checks
 - bank reconciliation
 - maintaining detailed backup documentation
- Coordinate and contribute to annual audit process with independent CPA auditor
- Generate regular financial statements and reports and contribute to financial forecasting
- Collaborate on decisions regarding IT, facilities, and operations
- Continue to expand and improve on EFC's financial tracking systems, transparent reporting, and effective fiscal collaboration across the organization
- Adhere to strict guidelines and protocols to ensure client confidentiality and compliance with general accounting standards and regulatory and funder requirements
- Other duties as assigned to promote agency mission

Qualifications include:

- Bachelor's degree in Business, Accounting or Finance required
- 3+ years in finance or administration management of an organization with a variety of revenue streams, preferably in a nonprofit environment
- Demonstrated fluency in accounting and database software, including Quickbooks
- Experience in budget development and grant reporting
- Resourcefulness in setting operational priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Excellent communication skills, with an ability to work with a variety of internal and external stakeholders
- Well-organized with attention to detail
- Integrity, credibility, and commitment consistent with the values of the organization
- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver's license and reliable transportation

Work Hours:

40 hours per week. Occasional evening and weekend work required

Supervised by:

Finance Director

Compensation and benefits:

Competitive wages, excellent health insurance benefits, generous paid leave, and other benefits including short-term disability and life insurance.

Applying:

To apply, please send cover letter and resume to jobs@elizabethfreemancenter.org. Deadline is rolling until position has been filled.

EFC is an Affirmative Action/Equal Opportunity Employer. People who are bilingual/bicultural, of color, LGBTQ, and/or living with disabilities are strongly encouraged to apply.