Position: Finance Manager

Position Description: Under the direction of the President the Finance Manager will insure the successful operations of the Finance Department in accounting, payroll, human resources and building/ground maintenance and related operations.

Specific Duties:
- Oversees administration and accuracy of accounts payable, accounts receivable, payroll, general ledger processes, etc.
- Processes the Annual Agency Fee Report
- Oversees financial reports and statements
- Analyzes and presents financial reports in an accurate and timely manner
- Monitors progress and changes and keeps leadership abreast of the organization’s financial status
- Oversees COPE processes
- Clearly communicates monthly and annual financial statements to administration and the executive board
- Oversees all financial, project/program and grant accounting
- Coordinates the annual audit process with external auditors and assess any changes necessary
- Administers and reviews all financial plans and budgets
- Manages organizational cash flow and forecasting
- Updates and implements all necessary business financial policies
- Assists in budget preparation
- Interacts with government offices (IRS, state, etc.) on financial matters
- Reconciles all banks statements
- Reviews and maintains all leases, contracts, insurance policies, etc.
- Oversees and maintains of all human resource records: leaves, personnel, benefits, tax forms
- Accurately composes financial and HR reports, etc.
- Updates and implements accounting practices
- Maintains inventory records
- Maintains office systems such as telephone system, HVAD, IT, etc.
- Secures handling of all BTU funds
- Supervises Finance Staff
- Performs other duties as necessary

Required Qualifications:
- Graduation from an accredited 4 year college or university with a Bachelor’s degree in accounting, business administration, finance.
- Well-informed of the principles, practices, procedures and theories of accounting
- Background of computer systems, software and hardware used in the management of account systems
- Well-informed of federal, state, and local laws relative of wages, salaries, fringe benefits, deductions and the disbursement of funds
- Educated in the principles of supervision and training

Position opened until filled.
Salary: Based on education and experience, etc.

Send resume and cover letter to: smorrell@baltu.org