



FINANCE MANAGER

Manages all financial functions at ABC

WHY WORK AT ACTIVITIES BEYOND THE CLASSROOM?

Activities Beyond the Classroom is a nonprofit organization that helps students succeed through equitable opportunities in arts, athletics, and wellness that build character, ignite passions, and instill values that last a lifetime. When you join the team at ABC, you join an organization that offers meaningful work in an inclusive culture, with salaries and benefits above nonprofit industry average. ABC prides itself on providing opportunities for employee professional and personal growth, a collaborative working environment with respect for everybody's voice, and an understanding of the value of work-life balance.

WHY IS THIS ROLE IMPORTANT?

Extracurricular activities help students in a multitude of ways throughout their school years. Studies show that participation in extracurriculars improves academic performance, boosts social skills, increases time management skills, develops teamwork skills, opens doors to new interests and passions, and builds self-esteem.

This role supports all of ABC's programs by ensuring that ABC's financial records are in order, funds in and out are processed and documented in a timely manner, and that all partners and members of ABC receive the high-quality customer service they have come to expect from the organization.

SUMMARY

- **Hours of work:** 40 hours / week
- **Location:** ABC Offices in Cincinnati, Ohio, with opportunity for partial remote work
- **Reports to:** Director of Operations, ABC
- **Compensation:** \$50,000-\$60,000 per year depending on experience; health and dental benefits, matching retirement, generous PTO, and more

JOB RESPONSIBILITIES

Oversee money coming in

- Manage all deposits and ensure correct QB entry
- Daily monitoring of bank accounts, Paypal, etc to confirm and record electronic deposits
- Create and track all invoicing of contracts, sponsors, etc., and monitor receipt of payments
- With the Advancement department, develop and maintain systems to determine the most efficient method of sharing donor and income information in a timely manner

Oversee money going out

- Oversee all requests for payments, credit card charges, and other disbursements
- Oversee and manage Ramp to efficiently process disbursements; set up and monitor Ramp processes; and train staff on how to use Ramp

Oversee Quickbooks setup, maintenance, reconciliations, and recordkeeping

- Reconcile bank and credit card monthly; check for reasonableness, discrepancies, and/or missing charges

- Prepare and enter all General Journal Entries for bank transfers, voiding of checks or deposits, transfers of funds between classes, corrections of errors, etc.
- Reconciliation of all balance sheet accounts, including calculation of and adjustments for any necessary periodic accruals

Other accounting functions

- Continually improve upon accounting systems to ensure maximum efficiency and accuracy
- Ensure all transactions are entered in preparation of annual audit and end-of-year financial statements
- Prepare reports and gather requested information for CPA firm to complete annual 990
- Prepare list of 1099 contractors for accounting consultant to prepare and file
- Liaison to all taxing authorities, IRS, BWC, etc.; liaison to banks and financial institutions
- Address requests of employees, donor account holders, and Executive Director with regards to any accounting matters
- Work with management to prepare annual budget and enter in QBO

Financial Reporting

- Work with budget managers to determine best systems for ongoing reporting of their actual versus budget spend, and regularly prepare reports for each budget manager
- Prepare appropriate automated reports for field staff and members
- Assist accounting firm with the preparation of monthly financial reports for the Executive Director and Board of Directors

Payroll

- Assist Director of Operations with confirming payroll entries
- Reconciliations related to payroll, such as journal entries in QB, invoicing, etc

Organizational Support

- Build strong relationships with co-workers and provide back-office support as needed
- Adopt the mission, vision and values of the organization and contribute to the positive culture
- Commitment to teamwork and collaboration

Qualifications

The ideal candidate is looking to grow in their career and expand their knowledge of nonprofit accounting. This role is currently at a manager level but has the potential to grow into a director level down the road. Specific qualifications include:

- Degree in Finance, Accounting or related field, or equivalent experience
- Minimum of 4 years accounting experience
- Proficiency in QuickBooks Online and Excel or Google Sheets; experience in Ramp or similar bill payment system preferred
- Customer service skills with ability to communicate effectively, clearly, and concisely
- Solid understanding of accounting regulations and best practices in a nonprofit setting
- Excellent complex problem solving and analytical skills

APPLICATION DETAILS

- **Application Due Date:** June 14, 2023
- **Submit:** Cover letter and resume to hr@abccincy.org
- **Questions:** Email Sophia Scott, Director of Operations at hr@abccincy.org