



Finance Manager Job Posting

JOB TITLE:	Finance Manager
FLSA STATUS:	Exempt, Full-Time Position
SALARY RANGE:	\$70,000 - \$80,000 (DOE) with potential signing bonus
BENEFITS:	Health Insurance, 403(b) Retirement Plan with employer match, Life Insurance, Flexible Spending Accounts (FSA), Employee Assistance Program (EAP), PTO, Vacation, Sick, 12 Paid Holidays and Wellness Days. Branded team gear and staff retreats.
POST DATE:	April 12, 2021
CLOSE DATE:	Open until filled

JOB PURPOSE & SCOPE

The Finance Manager is responsible for Sacramento Covered daily accounting functions, financial planning, budgeting, analysis, reporting activities, problem-solving, partnering with organization management and senior leadership, supervising accounting staff (planning, assigning, directing, reviewing team work), and developing recommendations to drive financial performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, motivate, and empower 1-3 accounting and finance staff to achieve clearly defined goals and objectives.
- Manage expenditure and revenue cycles, as well as banking.
- Oversee the preparation of financial statements, and other requested reports in a highly detailed and deadline-driven environment; deliver timely, reliable, and relevant information to the Board of Directors, management, and the organization as a whole.
- Support the preparation and issuance of the organization's audited financial statements and supporting footnote disclosures; provide leadership, coordination, and support for financial audit, regulatory examinations, and annual tax returns.
- Support the preparation and issuance of the organization's forms 1099's.
- Assist with designing and implementing the methodologies, policies, and infrastructure needed to support adoption of GAAP and other financial reporting requirements for non-profit organizations.
- Continually strive for improvements in report design, content, and data quality; find ways to streamline processes, maximizing the use of existing and new technology.
- Coordinate and assist with annual organization budget and program/grant budgets, with high level of details and accuracy, and forecasts used to guide strategic decisions and drive accountability for financial performance.
- Respond to frequent ad hoc requests for analysis and decision support.
- Collaborate with and support organizational leadership in identifying opportunities, solving problems, and driving optimization.

- Participate in data governance activities for the organization; continually seek out and implement workflow and technological improvements throughout the organization that facilitate improved data quality for reporting and decision support.
- Work with staff, vendors, and IT to implement and maintain accounting/financial software applications for budgeting, reporting and forecasting – currently using QuickBooks for financial reporting and Paylocity for payroll processing. Assist with software upgrades, as needed.
- Work with grant supervisors and managers to prepare invoicing and manage accuracy and completeness of revenues.
- Successfully manage and prioritize competing demands.
- Other duties as assigned.

JOB RELATIONSHIPS

- a. Responsible to: Director of Finance
- b. Interrelationships: Senior management, project managers and co-workers.

SUPERVISORY RESPONSIBILITIES: The Finance Coordinator reports directly to this position.

EDUCATION & EXPERIENCE

- Bachelor's degree or equivalent from four-year college or technical school with an emphasis in accounting, finance, or other related field preferred;
- At least six years of experience working in a nonprofit, accounting, financial analysis, or other finance/accounting field; or
- Solid understanding of basic bookkeeping, and knowledge of generally accepted accounting principles and procedures.
- Two years of supervisory experience

QUALIFICATIONS, KNOWLEDGE, ABILITIES

- Experience in non-profit accounting; experience with fund/grants accounting preferred.
- Knowledge of QuickBooks for non-profits preferred.
- Experience working with payroll software (Paylocity preferably).
- Strong working knowledge of Microsoft Excel and other Microsoft Office applications.
- Familiarity working with multiple funding streams including State and Federal grants.
- Sensitivity and experience working with diverse populations, cultures, and socioeconomic backgrounds.
- Strong attention to detail and organizational skills; ability to multi-task and prioritize work efficiently.
- Ability to communicate financial concepts to non-financial audiences.
- Problem solving, decision-making and critical thinking skills required.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with a demonstrated ability to work independently on individual and assigned tasks while exhibiting good judgment.
- Must be able to work flexible hours.
- Must have reliable transportation and be able to travel within the County.
- Must have a valid driver's license and pass a background check.

PHYSICAL FACTORS

Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.

HOW TO APPLY

Please submit the following documents below through our website at www.sacramentocovered.org/careers/:

1. Cover Letter
2. Resume

Your resume will not be considered if a resume or cover letter is not included. No phone calls please.

For more information about Sacramento Covered, please visit www.SacramentoCovered.org

Sacramento Covered is a nonprofit, 501(c)(3) organization whose mission is to improve the overall health of residents in the region by connecting individuals and families to health coverage, primary care, preventive services and other healthcare related needs to live healthy lives.

Sacramento Covered is an equal opportunity employer. Sacramento Covered does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.