



Finance Manager Job Description

Position: Finance Manager, Salaried, Full-time Position

Non-profit organization in northern NJ is looking for an experienced **Finance Manager**

Summary: The **Finance Manager** is responsible for oversight of all finance, accounting, and reporting activities.

The **Finance Manager** will support the organization's strategic priorities and work closely with the CEO, providing proactive, efficient and effective financial management of the organization's resources. The Finance Manager will be responsible for all financial processes, including bookkeeping, management reporting and assisting in the preparation of financial reports. As a Business Improvement District (BID), the organization is funded by an assessment on all properties located within the BID boundary, and additional funding is generated from other sources such as fee-for-service contracts.

Responsibilities:

- Financial reporting and accounting, planning and analysis
- Bookkeeping
- Budgeting, analysis and cashflow (income and expenditure)
- Producing financial reports and updates in preparation for meetings (and as directed)
- Customer invoicing
- Audit, accounts preparation, and financial reporting
- Coordinating annual (and other) budgets and preparation of management accounts
- Scenario analysis, such as assessment rates review
- Annual evaluation of processes to ensure robust system of internal controls
- Tracking and reporting expenditure against forecast budgets
- Work with CEO, advising on alternative models for income generation and collection
- Assisting and advising on risk management including making recommendations based on financial analysis
- Analyzing and advising on future opportunities and threats
- Supporting decision making through the business planning process
- Handling all financial tasks including supplier payments,
- Write contracts, financial policies, MOUs
- Additional responsibilities as directed by CEO

Skills & Experience

- Analytical with exceptional attention to detail
- Critical thinker and with excellent problem-solving skills
- Superior communication skills, with the ability to tell the story behind the figures
- Able to maintain view of financial stability at all times, horizon scanning in line with the global and national economy

The successful candidate will be able to demonstrate an impressive range of relevant experience in the following areas:

- A degree or equivalent in finance or accounting, ideally with an advanced accounting qualification
- Experience in a finance role including preparation of annual accounts and financial statements, preparing budgets and cashflow forecasts, developing financial systems and controls
- Demonstrable advanced skills and knowledge of Excel, as well as accounting software
- Experience in dealing with auditors
- Excellent interpersonal skills, friendly with a positive attitude
- Ability to multitask while successfully managing competing priorities
- Understanding of not-for-profit accounting requirements
- Experience in the efficient management of significant budgets
- Thorough understanding of accounting standards
- Strong analytical and problem-solving skills
- Knowledge of legislative and regulatory frameworks
- Highly developed understanding of the global, national & regional economic landscape
- An understanding of Business Improvement Districts

Qualifications:

Candidates should possess a Bachelor and/or Master's degree plus five to ten years of experience in non-profit accounting, as well as the ability to analyze, understand, and explain federal and state fiscal requirements and regulations, and knowledge of and ability to use accounting and financial computer software programs. Candidates should also possess strong oral and written communication skills and be able to produce user-friendly budget and financial reports.

Salary and Benefits

This position is a full-time position. Salary is competitive and dependent on qualifications and experience (Range \$80k-\$90k). Competitive benefits package includes: health and dental insurance, paid holidays, paid time off, and retirement package. Newly designed office space has a comfortable, open floor plan, which includes sunlight, operable windows, and a variety of workspace options to accommodate team projects.

How To Apply

Please email a resume to administrative@downtownnewark.com.

PLEASE NOTE:

The NDD is a firm where people with different backgrounds and life experiences work together towards shared goals. We strive to have an honest, authentic, and positive work environment, and also to hold each other accountable to the company vision, goals and values. The NDD is committed to a creating a healthy, positive office culture where people put forth an effort to be friendly and kind to everyone every day. Please only apply for this position if you share this vision and these values.