



# Finance Manager

## *Job Description*

---

Under the supervision of the Executive Director, and working closely with the Office Manager and Director of Operations, the **Finance Manager** leads financial planning and analysis in addition to managing accounting, budgeting, payroll, accounts payable/receivable, financial reporting, HR (hiring paperwork and benefits management) and external reviews/audits.

## **A week in the life of the Finance Manager could include:**

### Financial Planning, Analysis & Reporting

- Supporting budget creation, budget projections and analysis of income and expenses as needed
- Preparing, reviewing and distributing regular financial reports and analysis, documenting and addressing issues requiring attention and/or further discussion
- Supporting the Executive Director and Board Treasurer by providing reports and analyses in advance of Board meetings
- Serving as the primary staff contact for the Finance Committee
- Serving as the primary staff liaison for a contracted independent review/auditing firm, which also prepares the organization's tax filings
- Serving as the primary contact for leadership staff; providing financial analysis, support and guidance to assist in creating excellent outcomes within budget
- Monitoring the organization's investments, serving as the primary staff contact for the Investment Committee and serving as liaison to investment managers

### Accounting & Grant Financial Management

- Tracking and maintaining an up-to-date and accurate accounting system in Quickbooks
- Making deposits and monitoring bank activity
- Ensuring timely and accurate processing of payables and billings
- Preparing monthly bank reconciliations
- Supporting employee time reporting and recording salary allocations in the accounting system
- Executing month-end and year-end close including journal entries, prepaid, accruals, fixed assets and revenue recognition
- Maintaining internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
- Preparing grant financial reporting and grant application budget proposals

- Reviewing all contracts and managing all insurance policies to ensure that the organization is protected
- Managing invoicing of tuition and services
- Reconciling financials across Quickbooks, Salesforce and bank

#### Payroll & Benefits Administration

- Preparing and submitting semi-monthly payroll, including adjusting leave accruals as needed and retirement fund deposits
- Gathering and verifying information for yearly 1099s and W-2s (tax paperwork for independent contractors and employees)
- Working with new hires to complete all necessary hiring paperwork
- Managing employee benefits including new hires and annual enrollment for health and retirement plans

#### Collaborative Teamwork

- Contributing to a diverse, equitable and inclusive workplace and collaborative learning environment
- Supporting the broader organizational team with other duties as assigned

## **This job could be for you if:**

- You are **mission-focused** – you are execution-oriented and have a track record of achieving and surpassing goals
- You are a **strategic doer** – you see how the pieces fit together and can prioritize tasks to implement plans successfully to completion
- You are **detail-oriented** – you have experience managing, maintaining and reporting on data
- You are **self-directed** – you take initiative and positively influence others to achieve results in the best interest of the organization
- You are **organized** – you juggle strategic and tactical initiatives by setting priorities, managing your time to meet deadlines and monitoring progress to make sure nothing falls through the cracks on your watch
- You are **human-centered** – you anticipate, understand and respond to the needs of others to meet (and exceed) their expectations
- You **communicate effectively** – you tailor your message to diverse audiences across various channels to engage stakeholders and inspire them to action
- You **foster teamwork** – you enjoy working alongside staff, partners, consultants and volunteers to set goals and find creative/innovative solutions that strive towards excellence
- You are **collaborative** – you believe in increasing alignment across organizations to achieve transformational change and want to continue learning in partnership with others
- You are **technologically savvy** – you easily learn new systems and have an eye for continually improving stakeholder journeys
- You have a **passionate commitment** to Rhode Island
- You **behave ethically** and **align with the values** of the organization
- You use **sound judgment** in handling sensitive information in a confidential manner

- You have **reliable transportation**

## Preferred Qualifications:

- 3+ years working in nonprofit finance and accounting, including experience with general ledger double-entry accounting requirements, basic internal financial controls and GAAP
- Bachelor's degree in Accounting or Finance, Business Administration or a related field or equivalent experience
- Proficiency with Quickbooks, Excel, Google Sheets and/or Salesforce CRM, or competency to quickly master these tools
- Experience managing external nonprofit financial reviews/audits
- Proficiency in data interpretation and analysis
- Personal history/connection with Leadership Rhode Island

## Compensation & Benefits:

- **Start Date:** By October 17, 2022
- **Type:** Exempt (salary)
- **Location:** Providence, RI (flexible hybrid)
- **Starting Salary Range:** \$65,000 - \$80,000 depending on experience
- **Starting Benefits:** Individual benefits (Health, Dental, Vision), Simple IRA (up to 3% organizational match), 11 paid holidays, paid time off (2 weeks vacation, 5 sick days, 1 personal day), access to on-site fitness center and walking/biking path

## Why join us?

Leadership Rhode Island's mission is to engage and connect people through shared experiences that positively transform individuals, organizations and communities. We envision a Rhode Island that is flourishing — economically, civically, culturally — built on a foundation of ever-improving human capital whose strengths and potential we spend each day revealing and igniting. And, we see the lessons of this lively leadership experiment being shared and amplified around the country and the world to nurture the kind of fully-engaged societies that create lasting, positive change.

Our momentum is the strongest it's ever been. Since 1981, LRI has inspired emerging and established leaders to create change in their communities and measured results through cohort-based programming and individual enrichment programs/events. Today, the LRI alumni community includes over 2,700 intergenerational, cross-sector leaders from diverse backgrounds, positions and interests who connect for social interaction, dialogue and creative problem-solving. In the past ten years, LRI has evolved and grown by collaborating with and mobilizing local citizenry in new transformational ways. In 2022, we are celebrating four decades of leadership, expanding efforts related to equity, inclusion and belonging, and

implementing our five-year strategic plan to expand the scale and scope of our work over the coming years.

Our staff is passionate about Rhode Island and appreciates nurturing transformational relationships for the betterment of our state. We live a Strengths-based culture, one that energetically embraces and leverages our individual and collective strengths to achieve our vision. We're known for our quality, agility, thoughtfulness and mission adherence. We change lives. If you are ambitious about goals, but like to have fun collaborating as a strengths-based team to reach them, you'll be in good company. We're small enough for your ideas to make a big impact, and large enough to offer you opportunities to grow professionally at any stage of your career. We're passionate about creating the best place to work.

### **Want to apply but not sure if you'd be the right fit?**

If we sound like the right place for you, we want to hear from you. There is no "perfect" candidate. Everyone brings something different to the team, and our diversity of backgrounds, cultures, experiences, abilities, perspectives and identities makes LRI an amazing place to work. LRI is an equal opportunity employer and is committed to diversity, equity, inclusion and belonging. We welcome a diverse pool of candidates.

**To apply, email [office@leadershipri.org](mailto:office@leadershipri.org) with the subject Finance Manager and attach a cover letter and resume.**