



## **Finance Manager Job Description**

### **Overview**

Friends of the Poor (FOTP) seeks a Finance Manager to aid in the agency's mission to ease the burdens of living in poverty and enhance the quality of life for all. The Finance Manager plays an integral role in handling all aspects of bookkeeping, including tracking, classifying and recording all financial transactions for FOTP. This is a full-time position, with work expectations of 40 hours per week starting at \$21.50/hour plus benefits.

### **Responsibilities**

#### *Finance*

- Records numerical and financial data to produce financial records.
- Ensures financial data is entered correctly and accurately.
- Enters journal entries to debit and credit the company's accounts.
- Works with program staff on grant tracking and reporting.
- Generates accounting and audit reports for cash receipts, accounts payable and receivable, expenditures, and profits and losses.
- Reconciles and reports differences or issues found in financial records.
- Complete audits and work with auditors to provide needed information.
- Performs other related duties as assigned.
- Representation at off-site/after-hours events as needed.

### **Administrative**

- Provides support to Operations Director, including benefits and onboarding/offboarding paperwork.
- Provides administrative support to the CEO for activities related to the board and committees.
- Provides back-up support to the administrative teams, including reception of members and visitors.
- Other administrative support as assigned by the Operations Director.

### **Qualifications**

- Preferred 2 years of finance experience.
- Demonstrated proficiency with Quickbooks, MS Office and Google Suites, and virtual technology platforms; comfortable creating and using spreadsheets.
- Strong verbal communications skills
- Detail oriented
- Strong work ethic and integrity
- Ability to work well in a fast-paced and team-based environment.
- Ability to respectfully and kindly interact with people of all ages and cultural backgrounds.
- Ability to pass all background checks and maintain PA driver's license with clean driving record.
- This position is mainly sedentary but will occasionally require standing and lifting of up to 25 pounds.

**To apply, please send a cover letter and resume to [snyderk@fotp-ihm.org](mailto:snyderk@fotp-ihm.org).**