



Financial Manager

WHAT WE OFFER

- Energetic team driven by a mission to advance good.
- Award-winning, entrepreneurial nonprofit with a collaborative culture.
- Generous PTO policy
- Convenient location and peaceful, supportive office environment.
- Professional development opportunities.
- Ability to make a real, lasting difference in children's and families' lives.

PRIMARY OBJECTIVE

Festa, formerly Serving Our Neighbors Ministries, connects neighbors to build relationships that end poverty—in this generation. We partner with children and families facing poverty – many are New Americans, and many reside in suburbs. The **Financial Manager** is primarily responsible for overseeing all financial operations and ensuring compliance with regulatory standards. You will work closely with the executive team to develop financial strategies that align with the organization's mission and goals. The ideal candidate will have a strong background in finance, excellent analytical skills, and a passion for making a difference in the nonprofit sector. This is a full-time, salaried position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (partial list)

1. Financial Planning and Analysis:

- Develop and implement financial plans, budgets, and forecasts in collaboration with the executive team and department heads.
- Monitor overall cash flow needs, including appropriate investment of funds.

2. Accounting and Financial Reporting:

- Prepare accurate and timely financial reports, including income statements, balance sheets, and cash flow statements, for management, the board of directors, and external stakeholders.
- Manage accounts receivable and accounts payable functions and maintain general ledger. Process payroll.

3. Budget Management:

- Create an annual budget with the executive director and board.
- Monitor and manage the organization's budgeting process, including monitoring expenses, identifying variances, and implementing corrective actions as needed.

4. Grants and Contracts Management:

- Oversee the financial aspects of grants and contracts, including budget development, expenditure tracking, and compliance with funding requirements.

5. Risk Management:

- Identify financial risks and develop strategies to mitigate them.
- Maintain internal controls to safeguard the organization's assets and ensure compliance with policies and procedures.

6. Taxes, Audit and Compliance:

- Ensure compliance with all applicable laws, regulations, and reporting requirements, including tax filings, regulatory reporting and fundraising rules.

8. Stakeholder Relations:

- Serve as the primary point of contact for financial inquiries from donors, funders, and other stakeholders including banks, auditors, and regulatory agencies.

QUALIFICATIONS AND SKILLS NEEDED

- Bachelor's degree in Accounting, Finance, or related field
- Proven experience 5 years in financial management, preferably in the nonprofit sector.
- Strong understanding of nonprofit accounting principles and regulations.
- Excellent analytical and problem-solving skills.
- Strong proficiency in financial software, particularly Quickbooks Online, and Microsoft Excel.
- Strong communication skills including the ability to explain complex financial reports to laypeople and strong interpersonal skills.
- Ability to work effectively in a collaborative team environment.
- Commitment to the mission and values of the organization.

Special Requirements: This position is regularly exposed to sensitive information and such information must be kept strictly confidential. Festa is a faith-based organization and decisions made must be in keeping with values listed in Festa's culture documents.

Job Type: Full-time, Monday-Friday

Benefits:

- 401(k)
- Dental, vision and life insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Paid time off

Application Instructions:

Please submit a resume and cover letter outlining your qualifications and interest in the position to sdrake@wearefesta.org and complete our online [application](#). Deadline for

applications is May 1, 2024. We look forward to reviewing your application and discussing how you can contribute to our organization's success.

Position requires satisfactory completion of a background check. Festa is an equal opportunity employer.