

Schoharie County
Community Action Program, Inc.

795 East Main Street Suite 5, Cobleskill, New York 12043

Job Title:	Finance Manager
Approved by BOD:	10/24/22
Level:	2
Reports To:	Finance Director
Classification:	Non-exempt - Hourly
Salary Range:	Per current compensation plan
Remote Work:	Not eligible unless provided agency directive

Job Summary:

To perform fiscal tasks and provide the Assistant Finance Director, Finance Director, and Executive Director with clerical and fiscal support. Support agency mission, vision and values in service delivery, agency growth and community development.

Essential Functions:

- Primary fiscal support to the Executive Director, Finance Director, and Assistant Finance Director
- Supervises Administration Secretary/Bookkeeper (if position filled)
- Cross-train with Finance Director and Assistant Finance Director in performing all tasks
- Prepare/process/oversee invoices for all programs: coding, data entry, posting, processing checks and other routine accounts payable and receivable functions
- Maintain central AP/AR files, vendor files including W-9's and insurance certificates
- Assist with maintaining individual grant and contract accounting records
- Prepare/assist with vendor 1099's and employee W-2's annually
- Collect and record cash receipts, journal entries, control and maintain the petty cash fund
- Compile monthly/quarterly/annual reports (analysis & MWBE) as determined by programming
- Order agency and program supplies as needed
- Prepare monthly beginning and ending allocations, reconciliation of gift cards and sales tax
- Prepare/assist with the monthly preparation of program vouchers, bank statement reconciliations, fiscal reports for the Board of Directors, funding sources, and department directors
- Prepare/process/assist with agency payroll and all related reports – cost allocations, quarterly/annual payroll filings, etc.
- Assist with audit process
- Assist with maintaining annual open enrollment and other human resource directives
- Assist with inventory control, tracking and reconciliation of inventory books and electronic file
- Development of job notices and collection of job notice submissions
- Participate in development and execution of fiscal and human resource policies and procedures

Additional Responsibilities:

- Participate in activities which support agency and program services to the community
- Assist department with front desk coverage and with incoming and outgoing mail
- Participate in agency outreach opportunities
- Assist with general agency housekeeping

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Expected Knowledge, Skills, and Abilities:

- Maintain a professional, respectful demeanor with all agency stakeholders
- Strong verbal and written skills
- Familiar with accounting software
- Proficient computer skills
- Excellent communication/collaborative skills
- Highly organized with attention to detail

Education and Experience:

- Associates Degree in accounting or related field with two years' experience with nonprofit accounting preferred, or
- High School diploma with five years' experience with nonprofit accounting experience preferred
- And
- One year supervisory experience preferred and familiarity with HR processes a plus

Other Requirements:

- Ability to lift 40 lbs
- Ability to travel and stay overnight(s) for training
- Possess a valid New York State driver's license
- Have reliable transportation

As an employee of SCCAP, I also understand that any equipment (hardware or software applications) provided to me to perform my duties – in house or remotely, if eligible - will only be used for agency business and all security and equipment protection protocols i.e., use of passwords, proper maintenance, and other measures implemented and communicated through policy or directive will be followed in order to protect agency assets, security, and client and employee information.

SCCAP is committed to providing equal employment opportunities as defined in SCCAP's Employee Handbook - Work Environment Policies.

I have read and understand the classification, role and responsibilities as defined above. I further understand that this is not an all-inclusive list and is subject to change based on funding source requirements and agency service delivery needs.

Employee

Date