



Raising Special Kids, a nonprofit organization dedicated to supporting families of children with disabilities, is seeking a dynamic and experienced **Finance Manager** to join our team. The Finance Manager will play a crucial role in ensuring the financial health and sustainability of the organization, with a focus on collaboration with the Executive Director, Program Managers, and Fund Development staff. This position requires a strategic financial mindset, excellent communication skills, and a commitment to the mission of Raising Special Kids.

Responsibilities:

1. Financial Planning and Reporting:

- Work closely with the Executive Director to develop and manage the annual budget.
- Prepare regular financial reports for internal stakeholders, highlighting key financial metrics and performance against budget.

2. Collaboration with Fund Development:

- Collaborate with the Fund Development staff to align financial strategies with fundraising initiatives.
- Provide/creates financial reports to support grants, contracts, and philanthropic gifts.

3. Grant and Contract Management:

- Manage administrative and financial aspects of grants and contracts, ensuring compliance with funding requirements.
- Coordinate with Executive Director and program managers to track grant expenditures and milestones and manage payment of all expenses.
- Manage invoicing and billing for contract and grant deliverables.

4. Coordinate Annual Audit, 990 Tax Preparation, Indirect Cost Rate Proposal:

- Lead the coordination of the annual financial audit, working closely with 3rd party CPA firm, external auditors, and tax preparers.
- Ensure timely and accurate preparation of audit schedules and documentation needed for Audit, Taxes, and Indirect Cost Rate proposal.

5. Compliance and Risk Management:

- Ensure compliance with nonprofit accounting standards and relevant regulations.
- Identify and mitigate financial risks, proposing solutions to enhance financial controls.

6. Staff Training and Development:

- Provide guidance and training to program staff on financial policies and procedures.
- Foster a collaborative and informed organizational culture.

7. Data Entry:

- Enters and oversees the entry of all financial data and information into CRM system and/or financial management software.

8. Banking:

- Responsible for banking transactions, regular monitoring of revenues and expenses.
- Works closely with 3rd party CPA firm to reconcile monthly financial statements.

9. Other duties as assigned.

Qualifications:

- Bachelor's degree in finance, Accounting, or related field (Master's degree and/or CPA preferred).
- Proven experience (2 years) in financial management, preferably in a nonprofit organization.
- Strong knowledge of nonprofit accounting principles and compliance.
- Excellent communication and interpersonal skills.
- Experience with grant and contract management.
- Proficient in financial software (QuickBooks Online preferred), Microsoft products (Excel), and CRM systems (Salesforce preferred)

Preferred:

Parent of a child with a disability

Application Process:

Interested candidates are invited to submit a resume, cover letter, and salary expectations to humanresources@raisingspecialkids.org. The deadline for applications is February 29, 2024. Raising Special Kids is an equal opportunity employer and values diversity in its workforce. We encourage individuals of all backgrounds to apply.

Salary: Depends on Experience (DOE)