

Finance Manager – Lancaster, PA

About CWS

Imagine waking up every morning with the chance to change someone's life. Imagine knowing your efforts will benefit both your career and our neighbors around the world. At CWS, our team knows they are making a difference every day. Whether you're in our U.S.-based offices supporting refugees, asylees or unaccompanied children ... implementing hygiene initiatives in Cambodia or rebuilding projects in Central America ... or even connecting remotely from your home on fundraising campaigns, grant reports, or critical communications - you have the opportunity to work towards a world where everyone has food, a voice and a safe place to call home.

Responsibilities

- Collaborates closely and communicates with the CWS-HQ Finance Office and CWS Regional Finance Office on all financial matters affecting the operations of the CWS Lancaster office.
- Prepares annual organizational budget, with input from the Office Director and Associate Directors.
- Prepares and reviews new program budgets for all programs and grants of the CWS Lancaster office. Oversees the preparation and submissions of program budget revisions.
- Reviews and analyzes the comparative actual vs. budget reports on a monthly basis per grant/program and by G/L for the Lancaster office. Maintains a tracking system to track revenues and expenses by program.
- In consultation with the Lancaster Office Director, reviews and completes program and staff allocations monthly for the CWS Lancaster office.
- Ensures timely preparation of monthly invoices for reimbursement of funds from program partners. Completes applicable reimbursement requests each month.
- Oversees the writing and recording of all office checks, including for direct aid disbursement. Ensures the ongoing review of direct client expenses and accounting sheets.
- Ensures that accounting sheets and QuickBooks are up to date and accurate.
- Responsible for oversight of Petty Cash account, disbursement of Petty Cash, and other banking transactions.
- Oversees monthly compilation of credit card receipts and statements, and staff expense reports; ensures CWS Elkhart Finance office receives these items in a timely manner.
- Oversees receipt and processing of incoming donations and service fees, including prompt submission of checks to CWS Finance Center in Elkhart.

- Maintains and oversees proper filing and storage of all financial documents.
- Responsible for accurate and timely submission of periodic financial statements and reports to funders, including State, local foundations, and to CWS Finance Center in Elkhart.
- Meets regularly with counterparts at CWS Regional and Global level and stays up to date with CWS financial policy and requirements.
- Provides direct supervision to the CWS Lancaster Sr. Accounting Specialist and the CWS Lancaster Bookkeeper and distributes duties across the area.
- Assists CWS-Harrisburg Site Director in annual office budget preparation and provides guidance on individual program budgets if needed.
- Assists CWS-Harrisburg Site Director in setting up a system to track program revenues and expenses, and to allocate costs across programs.
- Provide guidance to CWS-Harrisburg Site Director on other financial matters, as needed.
- Undertakes other duties as assigned by CWS Lancaster Office Director.

Qualifications

Education: bachelor's degree in accounting or finance OR alternatively, bachelor's degree with equivalent work experience.

Experience: Two years' work experience in accounting/finance, preferably in nonprofit sector, with a strong working knowledge of nonprofit accounting and finance.

Other Skills:

- Strong analytical computer skills especially with Microsoft EXCEL or similar software.
- Knowledge of QuickBooks, DDI, and Salesforce are highly preferred
- Exceptional organizational and time management skills are required.
- Excellent communication skills are essential.
- Ability to work in a multi-cultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support CWS' Platform on Racial Justice as a CWS employee required.

Benefits

CWS offers a competitive benefits package that includes:

- 403 (b) Retirement Plan
- Medical, Dental and Vision Insurance
- Generous Paid Time Off (27 days off, plus 14 Holidays)

- Sick Time Off (12 Accrued monthly)
- Life Insurance and AD&D
- Long Term and Short-Term Disability
- Employee Assistance Program (EAP)
- Health Savings Account
- Flexible Spending Accounts

CWS is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, genetic information, disability or protected veteran status. Auxiliary aids and services are available upon request to individuals with disabilities.