



**Finance Manager**  
(Hybrid- Santa Fe, NM)

**About Us:**

Santa Fe Recovery Center is a nonprofit organization that has been providing compassionate treatment to support people throughout their full journey of recovery from addiction, substance use, and related mental illness since 2005. We are committed to breaking down barriers to treatment and eliminating health disparities for disadvantaged populations severely impacted by historical trauma, unemployment, and other socioeconomic factors.

To learn more, visit the organization's website: [www.sfrecovery.org](http://www.sfrecovery.org)

**Position Summary:**

Reporting to the Chief Financial Officer (CFO), the Finance Manager is responsible for the overall day-to-day finance and accounting functions of a \$20M organization including the timely and accurate preparation of financial reports, working closely with the Revenue Manager to ensure compliance with funding contracts, and leading one finance associate processing payroll and benefits. This position will participate in financial analysis, creation and oversight over annual budgets and forecasting, and the annual audit process.

The ideal candidate is a proactive communicator who effectively collaborates with department leaders and trains internal teams to achieve financial goals; and is an analytical thinker who is engaged in constant improvement of existing accounting infrastructure, policies, and systems; and is a hands-on leader with proven experience in financial reporting, audits, budgeting, payroll, accounts payable and receivable.

**Financial Management**

- Oversee and perform day-to-day accounting functions including Payroll, Accounts Payable, Account reconciliations, general ledger, monthly closing process and reporting schedules, cash management, fixed asset ledger and depreciation schedules.
- Oversee payroll, payroll liabilities, and benefits including PTO accrual and retirement plans. Create and maintain excellent financial controls, policies, and procedures.
- Handle monthly close promptly including preparation, review, and posting of all journal entries, cash receipts and income, disbursements, account reconciliations, and analysis.
- Shepherd the annual finance planning/budgeting processes and work with staff and CFO to develop/implement program and organizational budgets.
- Administer all accounts, ledgers, and reporting systems, ensuring compliance with applicable Generally Accepted Accounting Principles (GAAP) and regulatory requirements. Maintain internal control safeguards.

**Financial Reporting & Analysis**

- Prepare timely and accurate monthly/quarterly/annual financial statements. Monitor, interpret and present financial results of operations and programs each month. Serve as financial liaison with the CFO, providing financial reports.

- Participate in the annual financial audit with external parties and the preparation of the IRS 990 form, 401K Audit, and other employee reporting requirements. Investigate and resolve audit findings, account discrepancies, and issues of non-compliance.
- Monitor budget and cashflow, provide reporting for financial forecasts, analysis, and program spending reports.
- Contribute to the development of new or amended accounting systems, policies, procedures, and improved internal controls. Assist with implementation of new accounting technology solutions.
- In collaboration with the Revenue Manager and CFO, perform financial analysis and reviews as needed. Provide ongoing analysis of revenue, expenditures, and forecasting.

### **Team Collaboration**

- Manage the daily accounting work for the finance team related to grant accounting, accounts payable, accounts receivable, and payroll processing.
- Partner with departmental leaders to educate and train staff on accounting policies and in achieving financial goals of the organization.
- Support CFO in equipping senior leaders and board members with regular financial reporting and forecasting in support of transparency and continuous progress towards achievement of goals/priorities.

### **Desired qualifications**

While it's understood that no single candidate will bring every single competency, strong candidates will offer the following skills, characteristics, and experiences:

- Minimum bachelor's degree in business, Management, Accounting, or Finance
- 5+ years of accounting experience with demonstrated success managing the day-to-day finance/accounting function in a growing nonprofit; experience within Federally Qualified Health Centers (FQHC), and/or with Medicaid and Medicare billing/private insurance a plus.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and strong financial analysis skills.
- Advanced Excel skills, detail-oriented, highly organized, and able to work with little to no supervision and perform under pressure.
- Inclusive and collaborative management experience, with an orientation towards team building, coaching, and professional development.
- Experience using automated accounting systems and processes including the integration of data between multiple systems.
- Strong organizational and problem-solving skills.
- Ability to maintain effective working relationships with all levels of staff within the organization and external stakeholders.
- In the case of a recovering person, they must have successfully maintained a two (2) year period of abstinence from alcohol and drugs.

### **Location:**

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***In Person Hybrid Option:*** Based in Santa Fe, NM or surrounding areas, we work in a hybrid environment. Our hybrid schedule allows continued flexibility for our staff with the option to work 2-3 days/week in the office and the remaining days working at home/remotely.

## **Compensation and Benefits**

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Salary range: \$ 65,000- \$85,000

Salary is based on a variety of factors including, but not limited to, skill set level and years of previous/applicable experience.

### Benefits:

SFRC offers competitive compensation and benefits, which includes medical, dental and vision insurance (90% premium covered by employer), ST and LT disability, a generous PTO package with 3 weeks of PTO, 7 paid holidays, pet insurance, and opt-in 401k with 4% match. All employees have access to our comprehensive Employee Assistance Program, which provides 24/7/365 access to a licensed professional for staff and their immediate families.

## **How to Apply**

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Maneva Group, a woman and minority owned national executive search firm that specializes in mission-driven searches, has been exclusively retained for this engagement. To express interest in this role, please submit your resume to <https://adr.to/gnhceai> . All inquiries and discussions will be considered strictly confidential. This position is available immediately; we will accept and review new applications until the position is filled.