

UpValley Family Centers Finance Manager



Employment Type: Full time, exempt.

Salary: \$80,000/year to \$95,000/year- depending on experience

Benefits: Our competitive benefits package includes: full health, vision, and dental insurance, 401K match contribution, 10 days of vacation and 12 days of sick time increasing with tenure, federal Holidays plus a floating Holiday and holiday time between Christmas day and New Year's eve, training budget, flexible schedule and work from home options, supportive and team-oriented work environment.

Location: St. Helena office at least 3 days/week; this position could be partially remote.

About UpValley Family Centers:

UpValley Family Centers is a dynamic nonprofit organization that provides prevention services to strengthen children, adults and families. Our mission is to provide guidance, support and resources in the community, in the home and for the individual, so that everyone can achieve a better life. We partner with early childhood programs, school districts, nonprofits, and city and county agencies. We have an annual budget of \$4.6 million and 37 staff, and operate family resource centers in Calistoga and St. Helena, serving over 3,500 individuals annually in our rural communities. Learn more at www.upvalleyfamilycenters.org

The Finance Manager prepares budgets, conducts financial analysis, creates reports, and reviews financial transactions for accuracy. Reports directly to the Finance and Operations Director and works closely with the Staff Accountant and Operations Manager. Serves as a point of contact for accounting issues in the Finance and Operations Director's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare financial statements in an accurate and timely manner for internal and external stakeholders, including Board of Directors, Program teams and all segments of donors.
- Prepare annual and multi-year budgets in collaboration with Directors and Program Managers, promoting an organization-wide understanding of the organization's finances.
- Implement necessary accounting tracking at each grant award's inception, in order to facilitate accurate grant reporting.
- Monitor fiscal compliance with federal funders and foundations.
- Provide financial information to Program Directors for the successful budget monitoring and management of their programs. Support program teams in proper budgeting and staff allocations across programs and grants.
- Oversee and support data entry of agency budgets and other transactions into accounting system (Abila MIP Fund Accounting).
- Maintain accounting schedules for grant releases, fixed assets, and fund balances.
- Evaluate, maintain and enhance cost allocation systems and program-level reporting.
- Develop and utilize forward-looking, predictive models and financial analysis to provide insight into the organization's operations.
- Be responsible for treasury functions, including managing cash.
- Monitor and report on cash flow and operating reserves.

- Work closely with and support the Staff Accountant to ensure accurate data entry; reviewing all entries.
- Work closely with Staff Accountant to train staff to manage their vendors and submit accounting expense reports, income, and documentation.
- Cover some duties for supervisor, Staff Accountant and Operations Manager, when they take time off, or as needed.
- Other duties as assigned.

DESIRED SKILLS, ATTRIBUTES AND EXPERIENCE:

- BS in Finance or Accounting or related field. CPA and/or advanced degree is preferred but not required.
- Clear understanding of accounting principles, management accounting methods, government accounting policies, cost allocation procedures and internal control.
- Proven experience working within GAAP.
- Experience with nonprofit fund accounting and compliance for multiple contract or funding sources.
- Proficiency with Abila MIP Fund Accounting or similar fund accounting and cash projecting software.
- Advanced knowledge of Excel required.
- Working knowledge and experience in financial reporting, including accounts payables and receivables, and contract management.
- High level of accuracy and attention to detail, while holding awareness of the big picture.
- Strong analytical and problem-solving skills.
- Ability to translate financial concepts and collaborate with programmatic and fundraising staff who do not necessarily have finance backgrounds.
- Excellent time management and ability to work with minimal supervision; ability to adjust work activity as needed and manage multiple projects according to timelines.
- Results-oriented and with experience in building systems, processes, and internal controls that make managing complex finances more efficient, effective, and transparent.
- High degree of professionalism and ability to maintain confidentiality concerning financial information.
- Ability to work as part of team, performing sensitive community-oriented work.
- Be trustworthy and have an impeccable record.
- Clear DOJ fingerprinting and background check.

UpValley Family Centers is an equal opportunity employer.

This job description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

Application Process: To apply, please send cover letter and resume to Norma Ferriz, Finance and Operations Director: nferriz@upvalleyfamilycenters.org noting "Finance Manager" in the email subject line.