

# FINANCE MANAGER

## JOB DESCRIPTION



Position Type: Full-Time Exempt

Position Level: Manager

Functions: Operations

### ABOUT NO MORE EMPTY POTS

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

### ABOUT OUR CULTURE

All candidates for NMEP positions are evaluated on “get it,” “want it,” and “capacity to do it,” and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP' mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

### POSITION DESCRIPTION

NMEP is seeking applications for a Finance Manager position. This role is responsible for analyzing and presenting accurate financial data across all levels of stakeholders both internal and external to the organization. The Finance Manager will build efficient financial systems and processes for grants accounting, project budgets and day-to-day finances. They will prepare and communicate monthly financial reports that include key metrics for Leadership and the Board of Directors, mitigate potential financial risks to NMEP, manage annual audits and assist with annual and projected budgets for NMEP. This position reports to the CEO.

Candidates for the Finance Manager position should resonate or identify with the following qualities and traits:

- Ability to effectively and proactively communicate internally and externally
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented, proactive and responsive
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and take calculated risks

### TOP 5 JOB RESPONSIBILITIES

1. Carry out General Accounting functions for Operating and Restricted funds; fulfill journal entries, A/R, and conduct account inspections
2. Guarantee adherence to internal controls along with advancing policy and procedure improvements
3. Oversee Financial Reporting including the preparation and management of accounting records and financial reports per reporting schedule
4. Contributes to the annual budget process by preparing a variety of budget reports including: teams, grant and funding budget report
5. Aids with the annual audit preparation

## **80% ACCOUNTING AND FINANCIAL MANAGEMENT**

- Implements Financial Management processes to maximize accounting systems/software
- Provide basic training to staff as needed
- Manage organizational cash flow and forecasting
- Record all income and expenses into the accounting system for which prior Leadership approval of invoices, account classification, and payment have been recorded.
- Reconcile all bank accounts and check registers to the bank statements each month for proper account balance and to identify any errors
- Monitor expenditures and revenues of all federal, state and local grant programs
- Assist grant reporting by providing financial information
- Reconcile credit card accounts to statements each month for proper account balance
- Process payroll and review & reconcile payroll records in the accounting system
- File state and local tax returns based on the entity's required filing frequency
- Review, analyze and reconcile general ledger accounts for accuracy and confer with Leadership Team regarding any items not fully understood
- Prepare monthly financial statements for the Leadership Team
- Offer insights and recommendations for best practices
- Prepare financial reports funder reporting purposes
- Prepare and contribute to presentations for multiple stakeholders
- Prepare financial statements for third party audits
- Implement accounting/financial reporting standards
- Demonstrate commitment to continued professional growth and development

## **10% CONSULTATION & REPORTING**

- Oversee the financial reporting process and work with all staff responsible for financial reporting.
- Assist Leadership with the appropriate documentation for banking relationships
- Communicate with the Board of Directors finance committee to review financial statements and related reports on a monthly basis
- Update Leadership on upcoming accounting standards and their impact on financial reporting
- Assess organization revenues and expenses and make recommendations for improvements
- Recommend accounting system and related software recommendations to improve financial efficiencies within the organization
- Assist Leadership Team with the organization and program budgets based on secured and prospective funding for the next fiscal year
- Assist Leadership Team with third-party audit services, review related reports, and make any needed recommendations
- Evaluate third party audit services and make recommendations for auditor selection and retention

## **5% PEOPLE MANAGEMENT**

- Advise Leadership and Managers on processes needed to provide timely and accurate reports
- Attend all designated meetings
- Respond to email and all communications in a timely manner
- Follow company policies including financial policies by managing and submitting financial documents including receipts, requisitions, invoices, and other sensitive documents
- Support monthly data submissions as assigned
- Attend professional development training/workshops

## **5% ADMINISTRATIVE**

- Attend supervision and team meetings
- Respond to email and all communications in a timely manner
- Attend professional development training/workshops

## **OTHER DUTIES AS ASSIGNED**

- Other duties as assigned

## **REQUIRED SKILLS, QUALITIES, AND EXPERIENCE**

- 2 years broad finance and accounting experience -
- Bachelor's Degree in accounting/finance/business administration
- Highest level of ethical standards and a solid knowledge of Finance and Accounting best practices
- Expertise in Quickbooks
- Ability to exercise efficient time management and meet deadlines
- Self-motivated with the ability to work independently as well as part of a team
- Must understand and be fluid in fund accounting
- Experience managing the finance function (accounting, budgeting, control and reporting) within a diverse, interdisciplinary organization
- Must have high attention to detail
- Passion for NMEP' mission
- Hands-on manager with integrity and a desire to work in a dynamic environment
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Strong interpersonal skills and an ability to work with a range of personalities
- Highly skilled with Google Suite and Microsoft Office and committed to learning new tools and skills in a tech-friendly environment
- Demonstrates strong work ethic by fully completing tasks, quality work and excellent follow through
- Strong critical thinking and problem solving skills
- Experience and skill to work as part of an interdisciplinary team- including providing input, sharing feedback and knowledge with peers
- Strong communication skills, both verbal and written
- Ability to work in a fast-paced, high-growth organization
- Must be able to proactively think, plan, and prioritize tasks

## **PREFERRED SKILLS, QUALITIES, AND EXPERIENCE**

- MBA, CPA is a plus
- 5 years broad finance and nonprofit accounting experience
- Grant Accounting experience
- Experience with capital campaigns
- Experience working with nonprofit organizations for employment or as a member of a Board of Directors
- Written and spoken Spanish language competencies
- Strong service mentality

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Frequently operates a computer and other office equipment and supplies
- Frequently moves supplies weighing up to 15 pounds

## **ADDITIONAL JOB DETAILS**

- Compensation: \$50,000 to \$72,800 commensurate with experience

- Hours per week: 40
- Reports to: CEO

**TO APPLY**

To be considered for this position, please submit a resume and cover letter to No More Empty Pots at [jobs@nmepomaha.org](mailto:jobs@nmepomaha.org). Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

**SIGNATURE**

By providing my signature, I attest I have read the above job description and fully understand and agree to the expectations held within.

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Printed Name

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Date

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Signature

**ADDITIONAL REQUIREMENTS OF INTERVIEW PROCESS**

- Present to the interview panel monthly financial statements
- Discuss your interpretations with the interview panel and how you came to those conclusions
- Share your experience with accounting software and the pros and cons of the platform
- Demonstrate how you will teach GL codes to different people within the organization

**ADDITIONAL RUBRIC TO ASSESS JOB FIT**

This should reflect the top 8 - 10 items that are must haves in order for this role to be successful.

EVALUATION POINT	GET IT	WANT IT	CAPACITY TO DO IT
Understanding of Financial Management and role			
Demonstrated understanding of accounting for a nonprofit			
Demonstrated ability to teach people with different skill levels			
Demonstrated people management skills			
Demonstrated ability to create documentation			

Demonstrated ability to create systems and procedures			
Demonstrated ability to follow systems and procedures			
Demonstrated effective communication skills			

<b>SCORING</b>	
<b>+</b>	<b>2 points</b>
<b>+/-</b>	<b>1 point</b>
<b>-</b>	<b>0 points</b>
<b>Max</b>	<b>16 points</b>