



Inner-City Muslim Action Network Job Description

Job Title: Finance Manager
Reports To: Senior Director
Department: Administration

SUMMARY:

The Finance Manager will be responsible for daily financial management processes and operations, analysis and reporting in a fast-paced, multi-sector nonprofit organization.

PRIMARY RESPONSIBILITIES:

General Accounting

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices and coding payment documents
- Enter all financial data
- Implement and manage the check processes
- Maintain listing of accounts receivable and payable
- Manage multiple department budgets simultaneously
- Maintain excellent and current filing system

Record Keeping

- Prepare various reports, including but not limited to: P/L, balance sheets, cash flow positions, trends, etc.
- Regularly review and manage the organization's budget with appropriate staff
- Maintain accurate records of restricted and unrestricted revenue
- Maintain payroll, leave, and other benefits records
- Maintain inventory records
- Maintain insurance records
- Ensure that annual reports, payroll reports, and other filings are done in a timely manner

Financial Analysis

- Engage in ongoing cost reduction analyses in all areas of the organization
- Engage in benchmarking studies to establish areas of potential operational improvement
- Interpret the organization's financial results to management and recommend improvement activities
- Review organizational bottlenecks and recommend changes to improve the overall level of company throughput
- Compile key metrics and report on them to management
- Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
- Create additional analyses and reports as requested by management

Payroll and Benefits

- Process payroll
- Verify pay amounts, hours of work, deductions, etc.
- Maintain employee payroll reports
- Negotiate employee benefits with vendors

External Relationships

- Maintain banking relationships
- Maintain other financial relationships

KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor's Degree in Finance or Accounting. CPA preferred
- 5-7 years of experience working in the finance office of a mid-sized nonprofit organization
- Proficient use of QuickBooks
- Proficient use of Advanced Excel
- Experience managing and preparing reports on government grants
- Experience managing complex budgets of \$2 million
- Excellent communication skills
- Excels in fast-paced environments
- Excellent attention to detail
- Excellent organizational, time management and follow-through skills
- Ability to work independently and willingness to be a part of a team
- Commitment to IMAN's core values, including experience working with diverse ethnic, religious, and racial communities