



**Job Description:** Finance Manager

**Status:** Exempt, Salaried, Part-time

**Reports to:** Executive Director

**Position Summary:**

Directs the financial management and accounting services for Lawrence Humane Society. Maintains business accounts, organizational budget, and financial statements.

**Duties:**

Bookkeeping

- Monitor accounts; make bank deposits; maintain ledgers; pay bills; receipt money; reconcile bank account; set up cash box for events; distribute money within the departments; collect funds; assure expenditures are in accordance with code balances for item acquisition; keep Executive Director informed as to the balances of internal accounts; and prepare payroll.
- Perform clerical/administrative functions. Enter data, type, generate work orders; handle phone calls and incoming mail; install software programs; maintain files

Finance Management

- Compile and analyze financial information to prepare monthly statements and other reports for Finance Committee meetings and as requested by the Executive Director
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Ensure all financial reporting deadlines are met
- Ensure accurate and timely monthly, quarterly and year end close
- Establish and monitor the implementation and maintenance of standard accounting control procedures
- Work closely with Executive Director to develop the annual budget
- Works with the Finance Committee to monitor the Society's investment performance. Ensures asset managements are invested in accordance with the investment policy established by the Board of Directors.
- Accountable for overseeing all requirements and filings for State and Federal employment practices; maintains personnel records
- Continuous management and support of budget and forecast activities; develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
- Monitor and support taxation issues
- Develop and maintain financial data bases
- Coordinates annual financial audit and prepares required documents

- Ensure accurate and appropriate recording and analysis of revenues and expenses
- Analyze and advise on business operations including revenue and expenditure trends, financial commitments and future revenues
- Actively approaches vendors to maximize nonprofit discounts and contributions to Lawrence Humane Society

### Organizational Leadership

- Actively participates in management and strategic planning meetings
- Attends and reports at monthly Finance Committee and/or Board of Director Meetings
- Meets monthly with directors and supervisors to review departmental budget activity
- Provides staff training as needed on budget preparation and monitoring
- Keeps Executive Director apprised of issues or concerns that may affect the organization's integrity or operations
- Maintains an understanding of basic shelter operations
- Actively promotes Society activities and fundraising efforts
- Encourages the participation of volunteers and supports their contributions to our efforts
- Ensure a safe work environment; follow all safety guidelines and model safe work practices
- Take immediate action to address any safety concerns that may put an employee, visitor or animal at risk.

### Qualifications:

Bachelors degree, preferably in accounting or finance, or 5 years experience in accounting/finance field. Experience with management information systems including Windows network operating system, Microsoft products, and various accounting software. Valid Kansas Drivers License and insurable driving record.

### Knowledge/Skills/Abilities:

Excellent oral, written and interpersonal skills. Minimum of 3 years plus years of accounting experience with progressive management responsibility. Prefer experience with finance and accounting for nonprofit sector. Experience working with outside professionals such as accountants, attorneys, computer professionals and investment managers. Possess strategic thinking, change leadership skills and demonstrated ability to work with diverse stakeholders.

### Work Environment

Private office within animal shelter environment. Minimal exposure to animals, loud noise and cleaning chemicals when passing through kennel areas. Up to 8 hours a day typing, filing, using telephone, sitting at a desk. Regular driving to bank/errands.

**This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.**