



Job Title: Financial and Data Manager

Reports To: Chief Financial Officer

Classification: Exempt

Supervisory Responsibilities: Yes

Date: 12.2.2020

Our Mission: Grace Place puts faith into action – providing pathways out of poverty by educating children and families.

Summary/Objective:

Responsible for the accurate financial data management of the organization under the direction of the Chief Financial Officer. Provides management of the financial functions of the organization working in collaboration with Human Resources, Campus Operations and Development staff.

Essential Duties and Responsibilities:

- Bookkeeping and Financial: Operate QuickBooks software to accurately record, store, and analyze information; maintain accounts; expense all disbursements to budget.
- Manage all payroll operations, and payroll taxes, worker's compensation, pension contributions, health insurance, W-3 forms, and other documents.
- Maintain depreciation, statistical, financial, accounting and auditing reports and tables as requested.
- Close the books and prepare all accounting records and files for professional audit and IRS 990 report.
- Generate financial reports as requested.
- Process deposits in appropriate bank accounts.
- Manage processes and accurate files for Income Verification of constituents.
- Work with the CFO to ensure appropriate recording of all capital purchases and disposals. Maintain the depreciation work papers in support of the annual audit.
- Due to the training for the current incumbent, perform appropriate first-aid for students and staff.
- Performs any other duties as requested.

Qualifications:

Education:

- Degree in accounting or equivalent work experience

Experience:

- Minimum of 5 years' experience in an office setting with financial management and bookkeeping experience.
- Personal qualities of integrity, credibility, and a commitment to and passion for the mission of Grace Place.

Knowledge, Skills and Abilities:

- The ability to deal effectively with people from different backgrounds, experience levels and in all types of situations. Must have the capability to evaluate problems accurately and display good judgment.
- Will have access to and use of confidential and must have a good sense of diplomacy.
- Proficiency in QuickBooks, Microsoft Word, and Excel and use of data management systems.
- Ability to operate standard office equipment including but not limited to computers, copiers, calculators and facsimile machines.
- Highly organized, detail-oriented, and ability to work independently, competently and efficiently in a multi-task environment.

Grace Place Organizational Competencies:

The following competencies are organizational in nature in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

Work Ethic and Commitment Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence in personal goals and organizational mission. Extent to which a significant volume of quality work is performed efficiently in a specified period of time; employee is a peak performer with a high energy level.

Initiative and Problem-Solving Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

Service Orientation Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

Judgment and Decision-Making Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of organization and relevant policies and seeks appropriate guidance when needed.

Quality, Care, and Dependability Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

Teamwork and Interpersonal Relations Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.

Communication Skills (oral and written) Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear

and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

Job Knowledge and Technical Skills Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and up-grading areas of expertise and development of new skills as needed.

Planning and Organizing Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

Professional Image Extent to which the employee projects a professional image through appearance, conduct, and work areas.

Equal Employment Opportunity Statement:

Grace Place values diversity in the workplace and among our partners and other stakeholders.

It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities.

Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.