



Job Title: Finance Manager

Department: Administration

Reports To: Chief Financial Officer

Our organization is looking to recruit an individual who has a passion for finance and interested in the complete cycle of the financial reporting process from ensuring financial transactions are processed correctly to the production of monthly financial statements with business commentary. This position is either for the individual who has recently entered the finance workforce and has the interest and aptitude to learn at a rapid pace or the seasoned professional who is looking to assist an organization in constantly improving an established process in an environment that is flexible and is work-life compatible.

Key attributes of a successful candidate include but are not limited to the following:

- Passion for the finance and accounting process – you must love what you do!
- Strong attention to detail – must be able to check one’s own work.
- Solid understanding of the basics of Accounting – must be comfortable with problem solving when transactions are recorded incorrectly.
- Ability to not just communicate but collaborate with other employees – Finance is a “customer- service” department and prepares the tools for management to make business decisions. If you don’t like talking, working and helping others, please don’t apply.
- Comfortable with prioritizing and handling numerous requests – must not be easy to fluster.

The below job duties highlight the major tasks of the position but is not intended to be inclusive of all responsibilities.

Month End Financial Cycle:

- Prepare and post monthly journal entries into the general ledger.
- Prepare monthly financial statements, including cash flow statement.
- Analyze financial results compared to prior month, prior year and budget.
- Prepare supporting reports for departments and/or activities.
- Complete monthly benefits analysis and tracking.
- Maintain and clean up fixed asset register including depreciation forecasting.
- Prepare and record amortization of prepaids.
- Prepare monthly reconciliations for key revenue and expense accounts and all balance sheet accounts.

Financial Administration

- Chart of Accounts Management and tracking
- Accounts Payable Verification
- Accounts Receivable Verification
- Owner of process documentation related to fiduciary responsibilities of the finance organization.

Budget/Planning

- Annual budgeting cycle and mid-year forecasting requests.
- Three and five year financial modeling.
- Staff modeling and financial modeling of earned income opportunities.

Systems

- Management of the Financial Software Structure and upgrades

Taxes

- Preparation of supporting documentation to allow our auditors to complete the annual 990.
- Review of Sales and Use Tax Filings.
- Other compliance related matters.

Other Activities

- Facilitate and Support the annual audit.
- Maintain other organizational metrics
- Ad-Hoc Analysis

Requirements:

- A bachelor's degree or higher in Financial Accounting.
- Relatable work experience (at least three years). Compensation for this position will commensurate with experience but will also be based on position being compatible for work-life balance.
- Ability to commute to Detroit.
- Computer and Microsoft literate – knowledge of Blackbaud products a significant plus!

We are an Equal Opportunity Employer and we encourage a diverse pool of candidates to apply. We are a not-for-profit organization and our operating budget is approximately \$5M. Revenue is generated through various channels with Personnel and Facility Cost being our most significant expense lines. We are independently audited annually. Further details regarding the organization will be provided if you are selected as a possible candidate.

If interested please forward resume, cover letter and salary requirements to the Human Resources Department at humanresource@detroithistorical.org no later than February 8, 2019. Please no phone calls.