



Financial Manager

The Financial Manager will oversee the organization's financial operations, ensuring efficient management of funds and compliance with all regulations. This role involves developing budgets, monitoring expenditures, preparing financial statements, and providing strategic financial advice to support the Foundation's mission. The Financial Manager will also work with GCCF's Investment Committee to oversee the management of investments. The ideal candidate should possess strong interpersonal skills, effective communication skills and the ability to work successfully in a team environment. The candidate should also possess strong analytical skills, prior experience in nonprofit financial management, and a commitment to fostering community development through effective financial stewardship.

DUTIES AND RESPONSIBILITIES

Primary responsibilities include but are not limited to the following:

- Develop and manage annual budgets and long-term financial plans
- Prepare and analyze monthly financial statements
- Ensure all appropriate and required accounting and financial records are retained and maintained
- Maintain a system of accounts and funds necessary to properly account for the funds and operations of the Foundation
- Perform day to day, month-end and year-end close procedures
- Review bank balances regularly and manage proper cash flow
- Ensure proper allocation and disbursement of funds in accordance with donor intent and foundation policies
- Oversee the financial aspects of grant disbursement, ensuring proper tracking and reporting of funds
- Implement and maintain internal controls to safeguard assets and ensure the accuracy of financial data
- Prepare audit work papers and work with the Foundation's auditors
- Track and implement all new accounting and tax regulations applicable to the Foundation.
- Serves as staff liaison for the Finance, Investment, and Audit Committees
- Review and improve upon accounting, finance and investment policies and procedures
- Assists with general office operations
- Assists in special assignments and projects as directed by the President

REQUIREMENTS

The successful candidate should possess but not limited to the following:

- Strong understanding of financial principles, accounting standards, and financial analysis
- Expertise in budgeting, financial forecasting, and financial reporting.
- Experience managing finances within a nonprofit organization, including knowledge of nonprofit accounting practices and regulations
- Familiarity with fund accounting and grant management
- Ability to analyze complex financial data, identify trends, and provide actionable insights
- Experience ensuring compliance with federal, state, and local financial reporting requirements
- Comfortable with existing and emerging technology
- Ability to foster a collaborative and high-performance work environment
- Capability to provide strategic financial advice to support organizational goals and decision-making
- Experience contributing to strategic planning and execution
- Excellent written and verbal communication skills, with the ability to explain financial concepts to non-financial stakeholders
- High level of accuracy and attention to detail in financial reporting and analysis
- Commitment to maintaining the integrity and accuracy of financial data
- Strong problem-solving skills and the ability to navigate complex financial challenges
- Experience developing and implementing financial solutions to improve organizational performance
- Minimum of five years of accounting experience
- Bachelor's degree in Finance, Accounting, Business Administration, or a related field

TO APPLY:

Submit your resume and cover letter to Christen Duhé: CDuhe@mgccf.org.