



## **Job Description / Announcement**

**POSITION**                      **Senior Financial Manager**

**EXEMPT**

**Responsible to**                **Chief Financial Officer**

**Location:**                      **New York, NY**

**Departmental Role:** To manage financial processes, data, and assets, analyzing and communicating financial results to the Girls Inc. constituencies.

**Background:** Girls Incorporated® is a nonprofit organization that inspires all girls to be strong, smart, and bold<sup>SM</sup>. With local roots dating to 1864 and national status since 1945, Girls Inc. has responded to the changing needs of girls through research-based programs and public education efforts that empower girls to understand, value, and assert their rights. In 2008, Girls Inc. reached over 900,000 girls through Girls Inc. affiliates, our website, and educational publications.

**Summary:** Responsible for the integrity of the accounting system (MIP) database; maintenance of the General Ledger and chart of accounts; monthly close; annual close; financial reports – internal and external; audits; investments; and for supporting the Chief Financial Officer in the establishment of and the reporting on the budget. Acts as head of Finance Department in the absence of the Chief Financial Officer.

### **Responsibilities:**

#### **Integrity of MIP Database, Financial Reporting, and Audits**

- Maintains the integrity of accounting and budget records.
- Maintains the integrity of the MIP accounting software.
- Co-manages the administration of the MIP database with the CFO.
- Schedules meetings with department heads/grant managers to advise on and to resolve budget and financial reporting issues.
- Closes books on a monthly basis ensuring the accuracy and integrity of the trial balance.
- Maintains the General Ledger by ensuring the accuracy of underlying transactions from the Accounts Payable, Accounts Receivable, Payroll, and Journal Voucher modules.
- Assists the Chief Financial Officer in maintaining the accuracy of the Budget module.
- Assists the Chief Financial Officer in monitoring actual results against the Budget.
- On an ongoing basis, assists the Chief Financial Officer in projecting cash flow.
- Assists the CFO in developing cost allocation percentages for fringe benefits, occupancy, telephone, and supplies.
- Assists the CFO in performing financial analyses.
- Analyzes balance sheet, income statement accounts, and documents review.
- Ensures accurate period-to-period carryforward of net asset balances including net assets carried forward due to multi-year projects.
- Trains, reviews work of, and supervises Staff Accountant and Financial Operations Specialist as appropriate.
- Major responsibility in generation of financial reports internally to department heads and budget managers, and externally to the Fiscal Oversight Committee, the Board, government agencies, and donors.
- Instrumental in preparing annual GAAP based financial statements, A-133 reports, pension reports, and Form 990.
- Coordinates annual, federal, pension, workers' compensation and other audits.
- Communicates with budget managers regarding financial reports and status of actual results against the budget.

#### **Revenues, Dues, Collections, and Accounts and Grants Receivable**

- Responsible for recording of all revenues on timely GAAP compliant basis.



- Bills Federal funders for periodic payment.
- Monitors contributions receivable

#### **Grants**

- Maintains grant files which include award letters, grant budgets, and issues financial reports
- Reviews project budgets in fundraising proposals for consistency with budget and chart of accounts structure, and for clerical accuracy
- Assists CFO in developing indirect cost rate data

#### **Investments**

- Reviews investment manager statements on a monthly basis.
- Records investment gains/losses, revenue, expenses and all changes in investment position.
- Monitors trusts funds
- Prepares quarterly reconciliation of investment portfolio

#### **Fixed Assets**

- Maintains documentation for fixed asset purchases and retirements
- Responsible for depreciation and amortization records and General Ledger updates.
- Responsible for preparing schedule of additions, removals, and retirement of fixed assets

#### **QUALIFICATIONS:**

**Bachelor's degree (BA) & 5 years** experience in nonprofit accounting, experience with MIP & MS Office required.

Experience with account analyses and documentation requirements related to annual financial audit.

Ability to write grammatically correct reports, business correspondence, and procedures.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Strong interpersonal, communication, organizational, customer service and computer skills, including database, word processing, and spreadsheet software, plus Internet search proficiency.

Detail orientation, excellent communication skills ability to work with diverse communities required.

To perform this job successfully, an individual must be able to multi-task and perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **HOW TO APPLY:**

Competitive salary and benefits package. Qualified candidates should send resume with cover letter and salary requirements to:

#### **Girls Inc.**

ATTN: Finance Job (Include "Finance" in subject line)

120 Wall Street, 3rd floor

New York, NY 10005

Or email (preferred) to: [jobs@girlsinc.org](mailto:jobs@girlsinc.org)

**No calls, please.**

**AN EQUAL OPPORTUNITY EMPLOYER**