



Inspiring all girls  
to be strong,  
smart, and bold  
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girlsinc.org

## **JOB POSTING**

**Position:** *Finance Manager*

**Responsible to:** Director of Finance

**Location:** Girls Inc. National Resource Center,  
Indianapolis, Indiana

**Background:** Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people—trained staff and volunteers who build lasting, mentoring relationships; environment—girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming—research-based, hands-on and minds-on, age-appropriate, meeting the needs of today’s girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at [www.girlsinc.org](http://www.girlsinc.org).

**FUNCTION:** The Finance Manager is responsible for assigned accounting/finance functions. Provides back up, guidance, training and review of work for all accountants. Manages facility operations. Assists in managing the annual audit, 990 and annual budget. Performs special projects as needed.

### **RESPONSIBILITIES:**

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of the position. Other job-related responsibilities and tasks may be assigned.

- Prepare accounting transactions as required to maintain the general ledger. Includes journal entries, transaction processing, invoicing and monthly reconciliations.
- Ensure proper classification, coding and functionalization of transactions.
- Manage grant and foundations portfolio. Duties include:
  - Collaborating with development team, provide information for proposals, reallocation requests and no cost extensions.
  - Prepare proposal budget.
  - Ensure grant document files are complete for audit.
  - Prepare detailed monthly budget in collaboration with development and program teams.
  - Record revenue or pledge; prepare cost allocations and ensure transactions are properly recorded.
  - Prepare grant financial statements monthly, analyze and make adjusting entries as needed. Provide ad hoc and financial reports as needed.
- Compile and analyze monthly operating financial statements, annual financial statements and other ad hoc reports as needed.
- Perform Treasury Management functions. Monitor cash balances, cash inflows and outflows. Transfer funds between accounts as needed.
- Manage payroll and 401k process including submission to payroll provider, transfer of funds and recording journal entries. Lead year end 1099 and W-2 process.
- Participate in operating budget preparation and upload reviewed, approved budgets into accounting system. Monitor budget to actual operations performance, monthly.

- Prepare work papers and schedules for external auditors, as required. Assist with providing additional information to external auditors as requested by supervisor.
- Prepare and process corporate filings.
- Assist with preparation of 990.
- Review accounting transactions and reconciliations prepared by accountants and assists in managing their work flow and deadlines.
- Manage facility operations.
- Provide back up, guidance, training and review to other accounting staff, as needed.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Accounting or finance degree required. Bachelor's degree preferred.
- Minimum 7 years accounting experience.
- Experience with AP, AR, payroll, month end close process, financial statement preparation, budgets, analysis and supervision of staff.
- Experience with not-for-profit accounting a plus.
- Experience with grant accounting and financial reporting a plus.
- Ability to multi-task, managing multiple projects and tasks successfully.
- Demonstrated excellent oral and written communication skills. Ability to communicate effectively over the phone.
- Demonstrated sound judgement and decision-making abilities.
- Experience and demonstrated ability to work as part of a team and provide team leadership.
- Proficiency in the use of technology - Windows office environment, word processing, spreadsheet, database, Internet, accounting systems. Experience with MIP Non-Profit Fund Accounting system a plus.

**PHYSICAL REQUIREMENTS:**

- Ability to sit for extended periods of time.
- Ability to lift up to 50 pounds.

**HOW TO APPLY:**

**Interested applicants should send a resume and cover letter including salary expectations to [hr@girlsinc.org](mailto:hr@girlsinc.org) no later than March 5, 2020. Be certain to include Finance Manager in the subject line. No phone calls, please.**

**EQUAL OPPORTUNITY EMPLOYER**