

**eliminating racism
empowering women** **ywca**

YWCA Madison - Job Description

Job Title: Finance Manager
Department: Finance
Reports To: Chief Executive Officer
FLSA Status: Exempt
Revision date: 7/5/2012

Summary

The Finance Manager is responsible for overseeing the general accounting and financial reporting functions of the YWCA Madison, Inc, YWCA Madison Housing, YWCA of Madison Foundation, Inc and YWCA Madison Developer, LLC. The Finance Manager implements and maintains a system of internal controls that will ensure the company assets are adequately safeguarded and that financial reporting is prepared in compliance with company policies, GAAP and regulatory policies.

Essential Duties and Responsibilities

Strategy

- Serves as a member of the YWCA Madison executive team, partners with the CEO on operational and strategic issues as they arise and participates in the ongoing strategic planning process
- Provides strategic recommendations to the CEO and Board based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Oversees long-term budgetary planning and cost management in alignment with the YWCA's strategic plan.
- Engages the Director of Development and Marketing to align financial management with short- and long-term financial planning and projections.
- Engages the board finance committee around issues, trends, and changes in the operating model and operational delivery.

Financial and Operational Management

- Oversees the general accounting function which includes inter-company accounting, cash management/reconciliation, financial reporting and balance sheet management
- Accountable for ensuring that policies and procedures are in place to provide reasonable assurance that the company assets are protected.
- Ensures that company financial records are maintained in compliance with company policies and GAAP
- Directs and coordinates program budgets to be consolidated into an agency wide budget.
- Analyzes and coordinates cost allocation of direct and indirect costs.
- Responsible for reviewing monthly/quarterly account reconciliations and other documents to ensure compliance.
- Ensures the company financial reports are prepared in compliance with policies and directives of government granting agencies, funders and donors.
- Ensures the completion of federal and state tax reporting requirements, insurance reports and other governmental regulation.
- Ensures the computer general ledger system continues to operate as required including suggesting changes to ensure accounting requirements continue to be met.

- Coordinates work relating to both internal and external audits in the periodic review of the company records and responsible for implementing suggested changes.

Supervisory Responsibilities

- Hires, trains, develops and directs department staff.
- Provides a portion of staff orientation to all new department employees and ensures completion of all orientation and training requirements.
- Motivates staff to achieve goals through individual and group supervision, coaching, goal setting, training and staff development, among other strategies.
- Reviews and evaluates staff performance.
- Remains accountable for positive client service and accurate record keeping.
- Directly supervises the Accounting Assistant at the YWCA Madison.

Qualifications

- Bachelor's Degree (BA/BS) in accounting from a four-year college or university; or four to six years related experience in addition to the requirements below.
- 3 years related experience including 2 years supervisory/management experience
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

- Must be able to demonstrate the competencies listed in the YWCA Madison Competency Model.
- Experience with Great Plains accounting software and Microsoft Office products
- Experience in cost allocation policies and government cost principles and administrative requirements.
- Strong knowledge of GAAP, internal controls and financial reporting