



United Way  
of Southwestern Indiana

# LIVE UNITED

## Finance Manager

*Are you ready to use your analytical strengths to help our nonprofit grow and evolve with the needs of our community? Do you think strategically and look for ways to improve efficiency and effectiveness?*

*United Way of Southwestern Indiana empowers individuals and families with resources to support upward mobility through our four Pathways to Potential: Empowering Employment, Mental Health, Thriving Next Gen and Social Stability & Growth.*

*We seek an experienced **Finance Manager** who will utilize their talent to support process enhancement, analysis, and the mission of United Way.*

**Reports to:** CFO

**Status:** Full-time, M-F

**Summary:** The **Finance Manager** position will play a key role in processing, analyzing, and reporting on the organization's financial health, impacting the United Way of Southwestern Indiana's ability to deliver on its' goals. Specifically, this position is designed to provide leadership and have primary responsibility for managing the Accounts Receivable and closing accounting entries. This position requires strong analytical skills, a desire for process improvement and proven Accounting/Finance background.

### KEY RESULTS AREAS

#### Accounting

- Supervise accounting staff
- Review daily Journal Entries
- Reconcile various general ledger accounts
- Accounting System review and maintenance

#### Reporting and AR Management

- Responsible for overseeing processing and reconciling receipts and credit card transactions, payroll, and processing bank statements
- Quarterly G/L entries and financial reporting
- Provide training to staff to ensure accounting functions are operating accurately and efficiently

#### Policy/Procedure

- Support the implementation, review, and update of written financial policies and procedures with emphasis on the balance between effective internal controls and performance efficiency
- Responsible for review and documentation of United Way Finance best practices

- Assist with the annual audit and budgeting process
- Presentations to Finance Committee and Leadership team when required

### **Core Competencies**

- Think and act strategically: Ability to think strategically in the development of process improvements and policy enhancements
- Team Work: Work effectively with others, building relationships with stakeholders
- Manage Self: Motivated with the ability to prioritize work and outline the steps necessary to complete a project and work in a team environment, Flexible to handle several on-going projects, and able to work well under pressure and to set and meet deadlines
- Communication: Produces easy to understand reports and analysis
- Make things happen: Demonstrate executing strengths such as time management, consistency, accuracy, and responsibility

### **Position Requirements:**

- Bachelor's degree required, at least 3-5 years of experience in similar role. Non-profit experience a plus
- Strong computer skills including Microsoft Office, with emphasis on Excel
- Direct Financial reporting experience
- CRM knowledge
- Demonstrated research and analytical skills
- Demonstrated experience coordinating workflow and motivating people in a team setting
- Strong desire to make a difference in the community
- Valid Indiana driver's license, proof of ability to get to/from work and offsite meetings