

POSITION DESCRIPTION

Last updated:	March 30, 2023
Position Title:	Manager, Finance
Supervisor:	Senior Director, Finance
Status:	Exempt
Location:	Primarily Remote within the DC metropolitan area (District of Columbia, Maryland, Virginia)

WHO WE ARE

National Family Planning & Reproductive Health Association (NFPRHA) is a membership organization that supports its members to advance and elevate the importance of family planning in the nation's healthcare system and promotes and supports family planning providers and administrators' work, especially those in the safety net. NFPRHA is committed to a diverse, equitable and inclusive culture across our organization, programs, and membership. They are the guiding principles in all that we do to eradicate racism in health care within marginalized communities.

WHAT IS THE POSITION

The Finance Manager (FM) is integral to NFPRHA's operations function. The individual will collaborate in planning and managing the accounting and finance activities of the organization, including budgeting, financial reporting, and grants management. The individual also serves as the first point of contact for NFPRHA's accounts payable and receivable functions. This individual will work in partnership with the Senior Finance Director and regularly with operations team colleagues, staff and interns across the organization, and external vendors and constituents.

ONGOING RESPONSIBILITIES

- Maintain internal controls and guidelines for accounting transactions and budget preparation.
- Manage the preparation of the organizational activity and grant reporting, financial forecasts, and annual budgets.
- Ensure that the organization's financial reporting results conform with generally accepted accounting principles or NFPRHA's reporting policies.
- Audit accounts to ensure compliance, completeness, and accuracy, coordinates with outside auditors, and provide needed information for the annual audit. Collaborate with the Senior Director of Finance on a smooth month-end close process.
- Research and prepare recommendations to management on short and long term financial objectives and policies.
- Process accounts payable and receivable accurately and on a timely basis. Verify invoice accuracy and ensure necessary supporting documentation is present. Maintain payables ledgers by posting expense transactions.
- Collect all reconciled credit card statements and record them in the accounting system.
- Maintain all accounting schedules, files, and analyses required for financial reporting and audits.
- Monitor day-to-day financial operations such as payroll entries, invoicing, and grants management.
- Prepare monthly financial reports for all program leads.
- Ensure compliance with accounting policies and requirements.
- Prepare financial statements for interim and annual donor reporting.

- Prepare vouchers and payment requests for operational expenses by gathering documents and related information.
- Review all vouchers and payment requests from other departments for completeness and accuracy.
- Assist in resolving account discrepancies by investigating documentation and offering recommendations as needed.
- Maintain financial security and confidentiality by following internal accounting controls.
- Maintain historical financial records by correctly filing both paper and electronic accounting documents.

REQUIRED QUALIFICATIONS

- Strong commitment to NFPRHA's mission of supporting family planning and sexual and reproductive health, including abortion, and public funding for these services.
- Bachelor's degree from an accredited university or college in accounting, finance or business administration or at least five years of equivalent hands-on experience in an accounting position that afforded demonstrated knowledge of managing projects and the department's day-to-day functions.
- A minimum of five years of experience and a strong understanding of generally accepted accounting principles.
- Demonstrated problem-solving skills and ability to adjust strategies and work in real time.
- Proven ability and desire to work with people of diverse backgrounds.
- Demonstrated attention to detail.
- Experience managing multiple projects, priorities, and deadlines, and the ability to adjust as needed.
- Proven verbal and written communication skills.
- Dedicated interest and capacity to accept and offer feedback and adjust as needed.
- Proven ability to show initiative.
- Demonstrated customer service skills for internal/external stakeholders.
- Demonstrated track record of honesty, integrity, and ability to exercise sound judgment.
- Minimum of two years of hands-on experience with *Blackbaud Financial Edge* and *RaisersEdge* or equivalent experience with other enterprise systems.
- Experience managing multiple grants and tracking activity across various projects and departments.
- Proficiency with Microsoft Office Suite.
- Expressed desire for continued learning and growth.

SPECIAL CONSIDERATIONS

- Background and credit checks are required.
- The salary range is \$75,000 - \$110,000. Commensurate upon experience.
- Generous benefits package.

HOW TO APPLY

- Submit a cover letter and resume to hr@nfprha.org; please include "Finance Manager" in the subject line.
- Applicants must address how they meet each of the required qualifications in the cover letter.
- Resumes without cover letters will not be considered.
- No phone calls, please.