Job Description

Position: Finance Manager
Reports to: Executive Director
Classification: Exempt
Status: Full-time

Organization Description: Southside Community Land Trust (SCLT) provides access to land, education and other resources so that people in Rhode Island can grow food in environmentally sustainable ways and create community food systems where locally produced, affordable, and healthy food is available to all. Each year, over 5,000 people benefit from SCLT’s programs which include managing community gardens and farms, youth employment and education, garden leadership training, food growing and nutrition workshops, and new farmer development.

Position Summary: Reporting to the Executive Director and working with Senior Managers and the Finance Committee of the Board of Directors, the Finance Manager is responsible for finance functions including all budgeting financial reporting and forecasting. The Finance Manager will perform financial analysis and budget projections for grants and programs, cost identification and allocation, grant billing and allocation and revenue/expense analysis and reports and ensures that the organization is compliant with all federal, state and Generally Accepted Accounting Principles. This position will work closely with the contracted bookkeeper who is responsible for the basic accounting functions of accounts payable, accounts receivable, check reconciliation, etc.

Essential Functions:

- Oversees the preparation of reporting materials and metrics for funding organizations, lenders, directors; prepares and communicates monthly, bi-annual and annual financial reconciliations and statements.
- Working closely with the Executive Director and Senior Managers, creates and leads the budgeting and forecast process.
- Develops grant budgets. Oversees grant management, expenses and restricted expenses. Completes grant financial reporting. Develops/manages indirect cost rate for federal grant reporting.
- Manages cash flow planning, forecasting, and all financial and project-based accounting with direction by the Executive Director.
- Liaise with CPA firm on financial, tax and bookkeeping functions.
- Leads the Audit process; creates and manages end to end internal controls.
- Ensures that financial record systems and practices, audited financial statements and 990 statements are reviewed and approved and performed in accordance with Generally Accepted Accounting Principles
- Monitors the use of all funds including program, capital and investments.
- Establishes, measures and tracks metrics to capture key data and trends.
- Oversees overall document control and training processes.
- Evaluates and makes recommendations regarding employee benefits and insurance packages.
- Serves as staff to the Finance Committee and presents to the Board of Directors as needed.
• Recommends, manages and documents process improvements related to the finance area.
• Manages special projects and performs other duties as assigned by Executive Director.
• This position requires attendance at occasional evening and weekend activities.

Experience and Education:
• Bachelor’s Degree in Accounting, Finance or related field.
• 3-5 years relevant accounting/finance experience - preferably related to non-profit finance.
• Ongoing professional development and education in the finance area required.

SCLT welcomes your application even if your experience and abilities do not meet all of the above qualifications. SCLT is an equal opportunity employer committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. We are committed to building a team that includes leadership from the communities that we serve and represents a variety of backgrounds, perspectives, and skills.

Knowledge, Skills and Abilities:
• Thorough understanding of finance systems and Generally Accepted Accounting Principles.
• Demonstrated experience in finance, accounting, budgeting, and control and reporting.
• Familiar with federal grant reporting and ability to develop internal systems to track staff time, develop budgets, monitor and adhere to regulations and billing requirements.
• Strong critical thinking and ability to analyze information.
• Well organized; demonstrated ability to prioritize multiple work tasks and get results.
• Personal integrity, honesty, and respect for others as demonstrated throughout their career; ability to maintain confidentiality in all aspects of the work environment.
• Is experienced working in multi-cultural communities and in organizations that advance race equity and social justice. Has experience making financial recommendations with a desire to maximize program impact, race equity and social justice.
• Intermediate experience with Microsoft Office Suite. Advanced skills in Excel and Quickbooks.

Physical Demands: While performing the duties of this job, the employee must have the physical ability to occasionally travel to meetings and events. Ability to routinely use office equipment, sit for long periods of time working on a computer and work in a busy office environment.

Compensation: SCLT offers a competitive salary and benefits package based on geographical and industry norms as well as the experience level of the selected candidate. We offer flexible schedules, medical benefits, dental benefits and a generous paid time off and compensation time program.

To apply: Please address cover letter and resume by Monday, November 4, 2019 to Margaret DeVos, SCLT Executive Director, at jobs@southsideclt.org. Preferred start date is December 16, 2019.