



SisterLove Inc.

"Healthy Loving is Healthy Living"

Finance Manager

Reports to the Director and Vice President of Administration & Operations

Full-Time (Exempt) - 1 FTE

Job Description

PURPOSE OF THE POSITION

The Finance Manager maintains financial and accounting services to meet fiscal requirements and support operations. This position aims to provide highly efficient and well-organized financial management, accounting, and budgeting for SisterLove, Inc. (SLI) and SisterLove International South Africa (SLISA). Serve as a member of the agency's Administrative & Operations Team and work closely with the Administration & Operations Director (Admin & Ops Director) and the Vice President of Operations (VP of Ops), exercising fiduciary duty in all aspects of finance, reporting, and fiscal controls.

SCOPE

SisterLove is seeking a Finance Manager to serve as a recognized subject matter expert who applies theory and puts it into practice with an in-depth understanding of the professional accounting/financial fields.

Independently performing the main functions include:

- Preparing financial statements and annual/quarterly budgets
- Maintaining cash controls
- Managing the payroll and some personnel administration
- Purchasing
- Inventory control.
- Maintaining accounts receivable/payable
- Invoicing

The position requires deep job knowledge of areas typically obtained through higher education and expert experience. The Finance Manager must work within State and Federal guidelines.

PRIMARY RESPONSIBILITIES

ACCOUNTING ACTIVITIES:

- Analyze and present financial reports accurately and timely; communicate monthly and annual financial statements; collate financial reporting materials for all donor segments; and oversee all financial, project/program, and grants accounting.
- Oversee and lead annual budgeting and planning process with the Admin & Operations Director and the VP of Operations.
- Administer and review all financial plans and budgets; monitor progress and changes; and keep the Admin & Ops Director, the VP of Ops, and the Executive Leadership Team abreast of the organization's financial status.



- Manage organizational cash flow and forecasting.
- Develop and maintain fiscal systems and workflow with the Admin & Ops Director.
- Create, develop, and implement financial policies and procedures with the Admin & Ops Director.
- Update and implement all necessary financial policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Coordinate and lead the annual audit process and liaise with external auditors, SLI's bookkeeping company, and the finance committee of the board of directors.
- Ensure transactions are properly recorded and entered QuickBooks Online, working with our bookkeeping company.
- Review, approve, and release payments for all accounts due using RAMP and Bill.com
- Review monthly departmental and programmatic budget and financial reports.
- Prepare quarterly reports and reports on (budget vs. actual) variances.
- Facilitate meetings and workshops to identify financial/ budget issues and training.
- Develop financial reports, analyze data, and provide consultation on process flows.
- Manage SisterLove's stock accounts.
- Manage organizational cash flow, forecasting, and projections for three/five/ten years.
- Serve as the liaison for the financial operations of SLI and provide support oversight of SisterLove International South Africa (SLISA)
- Effectively communicate and present critical financial matters to the Admin & Ops Director, board of directors.
- Handle complex or sensitive financial matters.
- Ensure the safeguarding of all funds.
- Perform other related duties as required.

HUMAN RESOURCES & PAYROLL ACTIVITIES:

- Provide oversight and administration of biweekly employee compensation, payroll, and disbursements.
- Review bi-weekly payroll and ensure the availability of funds.
- Manage payroll taxes paid every quarter, file IRS 990 annually, and deliver employee and contractor tax documents on a timely basis annually.
- Support onboarding all new hires and independent contractors to ensure appropriate paperwork has been completed.
- Manage relationships with all financial institutions, banks, and investment and insurance companies.
- Perform other related duties as required.

OPERATIONAL ACTIVITIES:

- Maintain the accounts payable and accounts receivable systems to ensure complete and accurate records of all monies.
- Assist the bookkeeping company with reconciling the accounts payable/ receivable.
- Create, maintain, and enforce the purchase order system.
- Maintain financial files, contracts, and records.
- Perform other related duties as required.

PREFERRED COMPETENCIES

EXPERIENCE:

- Minimum of (5) of senior-level financial management experience; ideally seven (7) years



- Minimum of (3) three years of financial management leadership role in a non-profit organization

EDUCATION:

- Bachelor's degree in finance, Accounting, Business, or a related field
- Advanced degree preferred, ideally an MBA, master's in accounting or Tax.
- Advanced certification preferred, ideally a CPA.

KNOWLEDGE and ABILITIES:

- Experience in assigned responsibility for the quality and content of all financial data, reporting, and audit coordination for departmental and programmatic activities.
- Ability to translate financial concepts to and effectively collaborate with programmatic, developmental, and Executive Leadership Teams without a finance background.
- Excellent communication and relationship-building skills, as well as an ability to prioritize, negotiate, and work with various internal and external stakeholders.
- Must be a positive "people person" who can manage high-stress situations and use conflict-resolution tactics to diffuse differences of perspective/opinion.
- Must possess technological competence and proficiency in database management systems and related communications support software.
- Knowledge of accounting and reporting software
- Must have strong project management and organizational skills, the ability to work under pressure, juggle several projects at once, and meet deadlines.
- A successful track record in setting priorities; keen analytic, organizational, and problem-solving skills that support and enable sound decision-making.
- Personal qualities of integrity, credibility, and dedication to the mission of SLI
- Ability to work in communities of color in an intensely culturally proficient manner.
- Knowledge of HIV/AIDS and understanding of the Non-Profit Organization's (NPO) mission.
- Knowledge of sexual and reproductive health and/or reproductive justice.
- Demonstrate sound work ethics.

SKILLS:

- Managerial skills
- Accounting, finance, tax, and bookkeeping
- Analytical at a highly proficient level
- Effective verbal and written communication skills
- Time management skills