Finance and Administration Manager

Reports to: CEO

Date Created: November 2021

Part time: 3 to 4 days per week

Salary range: $43-$50/hour commensurate with experience

About Essex Heritage:
Essex Heritage is the regional nonprofit for the Essex National Heritage Area (ENHA) working to promote access and engagement with heritage resources. The ENHA is a 500 square mile area, following the same boundary as Essex County, and it encompasses 34 cities and towns. Essex Heritage works with a variety of audiences and constituencies to promote the resources of this region and support those resources for generations to come. Our organization spans the following industries: Tourism, Youth Jobs, Education, Grant Giving, Event Planning, Advocacy, and Marketing.

Basic Scope and Function:
The Finance and Administration Manager is responsible for overseeing the daily financial operations of the organization consistent with its established goals, objectives, and policies. The role may work with an outside or contracting CPA and, from time to time, with the Essex Heritage Audit Committee. This role requires a strong understanding of accounting and accounting principles and a scrupulous and meticulous nature. This position is supported by a finance assistant who is responsible for data entry, bill paying, bank reconciliation, and filing.

Overall Duties:
To oversee all aspects of the finances of Essex Heritage including accounting and payroll, federal and state filings, and annual audit

- To manage contracting and reporting for the various federal, state and private grants which support Essex Heritage programs
- To function as Essex Heritage’s Compliance Officer with federal, state and local regulations including IRS 990, MA PC, NPS financial reports and requisitions, and vendor contracts.
- To prepare budgets and documents that communicate Essex Heritage’s financial position to Trustees and staff as needed
- To keep CEO informed and up-to-date on all aspects of Essex Heritage fiscal affairs and financial health

Specific Duties:
- Responsible for maintaining all the financial records of the organization and ensuring their accuracy
- Responsible for preparing the yearly budget and monthly budget and the preparation and monitoring of staff program budgets
- Responsible for communicating this financial information to CEO, the Executive Committee, the Board of Trustees weekly, monthly and yearly as requested
- Oversee the preparation and filing of federal and state financial reports
● Manage the collection and disbursement of all funds, the payment of debts and collection of revenue
● Manage the federal requirement for matching funds and oversee the process for reaching this annual requirement
● Oversee in-house procedures to approve and track the expenditure of funds
● Manage the financial records and reporting required by federal, state, and private grantors to Essex Heritage
● Responsible for managing the draw-down of federal funds and maintaining all necessary registrations related to these funds
● Responsible for managing the draw-down of state funds, if any, and maintaining all necessary registrations related to these funds
● Oversee Essex Heritage contracting including the federal Cooperative Agreements and Task Agreements
● Function as Essex Heritage’s Compliance Officer

Minimum Education and Experience Required:
● College degree in Accounting, Finance or Economics preferred, equivalent experience considered
● Extensive experience with QuickBooks
● Experience in finance for non-profit strongly preferred
● Extensive experience with finance, grant money reporting & disbursement, and financial record keeping
● Super-user of Excel programs
● Familiarity with 2-CFR 230 (code of federal regulations) and Federal forms SF-424 series and SF-425 a strong plus
● Experience processing financial data required, such as payroll, accounts payable/receivable or banking experience

Supervisory/Managerial Experience and Responsibility:
Supervisory experience a plus
Direct supervision of one employee, the Finance Assistant

Work Environment:
Work is primarily performed in standard office environment. Some work can be performed remotely via computer, Zoom and other media. Vaccinations are required of all employees at the present time in the office and mask requirements follow local guidelines. The environmental conditions are moderate noise levels and vibrations from high-speed printers and other peripherals. In most cases, worker is not substantially exposed to adverse environmental conditions. Work involves operation of personal computer equipment for 8 hours or more daily.

Category of Light Work- Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual acuity requirements for Close visual acuity.