Finance and Administration Manager

Career Level: Mid-Career

Reports to: CEO

Date Created: June 2020

Part time – 20 hours per week

Basic Scope and Function:
The accountant is responsible for overseeing the daily financial operations of the organization. The accountant directs and coordinates finance activities consistent with the established goals, objectives, and policies of the Commission. The Accountant 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. A financial assistant is responsible for routine data entry and filing.

Includes:

1. **Managing all aspects of the finances of Essex Heritage including accounting and payroll**
   - Maintain the financial records of the organization and ensures that the company’s books and other financial records are accurate and current;
   - Prepare and present the yearly budget and the on-going monthly budget updates to the CEO, the Executive Committee and the Board of Trustees;
   - Oversee the preparation and filing of Essex Heritage financial reports including annual audit, and IRS Form 990, Mass Form PC
   - Prepare the Mass Annual Report;
   - Manage the collection and disbursement of all funds, the payment of debts and collection of revenue;
   - Manage the federal requirement for matching funds, monitor whether Essex Heritage is meeting its annual goals and oversee the process for reaching the annual requirement;
   - Review and oversee in-house procedures to approve and track the expenditure of funds including but not limited to purchase request forms, mileage and expense forms, and training requests;
   - Manage all of the financial records pertaining to grants received by Essex Heritage, including the preparation of interim and final financial reports for the grantor as well as internal project tracking reports for the CEO and staff;
   - Draw down federal funds and maintains and updates all necessary registrations related to the federal ASAP (Automated Standard Application for Payments) system;
   - Maintain and update all additional required federal registrations.
2. **Overseeing contracting for federally funded Essex Heritage programs**
   - Manage the federal cooperative agreement process, including completing and filing all required forms and work plans;
   - Ensure the timely submission of all federal reports;
   - Review contracts for Partnership and Visitor Center Grants for compliance with Essex Heritage grant requirements;
   - Manage the disbursement of grant funds and oversee the work of the grant managers to ensure that grantees are (a) in compliance with the terms of their grant; (b) meeting their required funding match; (c) (where applicable) obtaining the required approvals from regulatory agencies such as MHC and (d) meeting any and all other requirements of the grant contracts – prior to the disbursement of funds;
   - Write or oversee vendor contracts;

3. **Functioning as Compliance Officer**
   - Manage Essex Heritage compliance with federal, state and local regulations and their requirements – in particular, monitors compliance with the Office of Management and Budget (OMB) regulations 2CFR parts 215 and 230;
   - Files National Park Service financial reports and requisitions, quarterly or more often, if required;
   - Prepares and/or reviews Essex Heritage vendor contracts;
   - Reviews all contracts with Essex Heritage for compliance;
   - Works with Essex Heritage’s attorney or CPA regarding compliance issues as needed.

**Knowledge, Skills and Abilities (KSAs) Required:**
- Ability to manage multiple tasks
- Mid-career professional with strong financial skills
- Extensive working knowledge of GAAP principles and all state, local and federal regulations pertaining to finance.
- Familiarity with Federal contracting and grant funding
- Ability to create, manage, balance and report on budgets
- Attention to minute details and strong interest in accuracy
- Excellent verbal communication and presentation skills with clear communication and enunciation
- Excellent written communication skills
- Love of numbers and problem-solving
- Ability to create and maintain positive personal interaction and relationships
- Makes good judgments and avoids risks to the organization

**Minimum Education and Experience Required:**
- Extensive experience with QuickBooks
- College degree in Accounting, Finance or Economics preferred, equivalent experience considered
- Experience in finance for non-profit strongly preferred
• Extensive experience with finance, grant money 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 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 (ADA Analysis):
Work is primarily performed in standard office environments. May be exposed to environmental conditions of 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.

Physical Requirements may include:
• Small motor coordination
• Grasping
• Talking/Communicating
• Hearing
• Repetitive motion
• Standing