



POSITION DESCRIPTION

Position: Finance and Human Resources Manager

Reports to: Executive Director

Classification: Full-time, salaried, exempt

Finance and HR Manager is an important role within the Boys & Girls Club of Fall River (BGCFR) and provides organizational leadership in the areas of financial and human resource management. The Finance and HR Manager is responsible for providing leadership and direction in overseeing financial activities; coordinating the preparation of financial reports; managing all financial functions including but not limited to, accounting, payroll, financial operations, property management, legal requirements, and primary support to outside auditors. The Finance and HR Manager will direct all human resource operations and processes.

The ideal candidate is detail and process-oriented, with experience in nonprofit financial management and possesses strong oral and written communication skills.

Finance and Human Resources Manager Key Responsibilities:

FINANCE RESPONSIBILITIES:

- Oversight of day-to-day financial operations to include accounts payable, accounts receivable, cash management, payroll, general ledger, billing, and collections
- Completes month end adjusting journal entries, and financial reports including balance sheets, profit/loss statements.
- Perform analysis of monthly financial statements and prepare narrative for the Budget Committee along with recommendations for necessary actions to maintain the fiscal health of the BGCFR.
- Manage the Financial reporting function of the Club's MyClubHub database and Point of Sale System.
- Develop, in partnership with the Executive Director, the annual budget for the operations and provide financial data and analysis to support management of departments and operations.
- Serve as liaison with external auditors to complete annual audit and corporate tax returns within the expected timeframe and laws.
- Ensure compliance with BGCFR's financial management policies and monitor and update policies and procedures for all financial management functions, ensuring appropriate internal controls, accounting standards, and procedures.
- Serve as staff liaison to the Finance Committee.
- Responsible for financial oversight of external grants and state contracts to ensure accurate monthly reporting and timely reimbursements.
- Develops and maintains updated Standard Operating Procedures (SOP) for financial accounting ensuring all staff are trained and adhering to proper handling and reporting of point of sale systems, donations and grant funds.
- Ensure compliance by staff and Board of Directors with all applicable legislation and regulations as it relates to the organization's non-profit status.
- Support Executive Director and the Board of Directors through accurate and timely financial reporting and analysis to inform decisions.

HUMAN RESOURCE RESPONSIBILITIES:

- Administer the BGC FR's Employee Compensation and Benefits Plans.
- Ensure compliance with state and federal laws related to employee compensation, benefits, Workers Compensation/Unemployment Insurance, and performance reviews.
- Responsible for onboarding new staff including but not limited to hiring packet completion, reference checks, and background record checks.

- Process and monitor payroll and accrued paid time off.
- Facilitate and track staff training certifications.
- Maintain and ensure security of accurate and complete employee personnel files.
- Screen and interview candidates.
- Participate in annual Performance Reviews and Improvement Plans.

OTHER:

- Supervise administrative and membership clerks.
- Support and participate in BGC FR fundraising events.
- Serve as liaison to external vendors serving the organization's banking, accounting, insurance, investment, and HR needs.
- Participate in professional development opportunities to maintain up to date knowledge of BGCA practices, non-profit financial and HR legal changes and trends.
- Perform other duties as assigned by the Executive Director
- Serve on appropriate committees as assigned.

Requirements:

- Bachelor's degree from a four-year college or university and/or combination of equivalent employment and educational experience required.
- Candidate must have at least three years' work experience in accounting with annual budgeting and reporting experience. Proficiency in Microsoft Office (Excel, Outlook, Word, Power Point) required. Experience in QuickBooks required.
- Experience in donor management software a plus.
- Must successfully pass a background record check and credit check.
- Must possess a cell phone for MFA purposes.
- A valid driver's license with proper insurance coverage is required, along with a satisfactory RMV driving record.

Physical Requirements: Will work in an office environment with computers and other office equipment, as necessary. Will need to be able to sit at a desk, on a computer for up to an 8-hour workday to perform the job functions. You may also need to be able to safely lift up to 15 lbs. for miscellaneous tasks.

The Boys and Girls Club of Fall River is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Boys and Girls Club of Fall River is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment.

I agree to comply with BGC policies and procedures, and I have reviewed this job description, and I understand all my assigned job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a Human Resources staff member.

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____